

1984

1983 Annual Report Palmyra Maine

Palmyra (Me.)

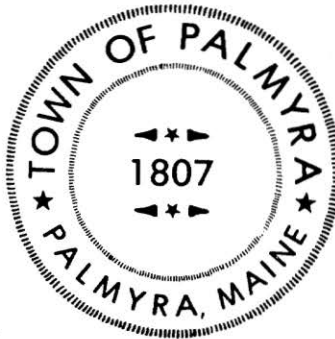
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1983
ANNUAL
REPORT



PALMYRA
MAINE

ANNUAL REPORT

of the

Municipal Officers

of the Town of

PALMYRA, MAINE

For the Municipal Year

1983-1984

Printed by

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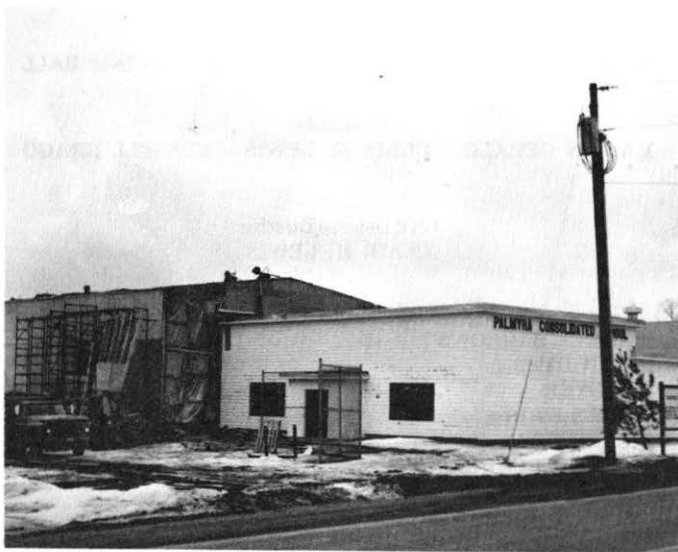
76 MADISON AVENUE • P.O. BOX 280
SKOWHEGAN, ME. 04976

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Multi-purpose room and renovations at Palmyra Consolidated School.



1983-84 Town Officers

Selectmen, Assessors and Overseers of the Poor

ROBERT J. TARDY - 1st

ALBERT LANDER - 2nd

WILLIS MILLETT - 3rd

Treasurer

JUANITA ROBINSON

Tax Collector

LUANNE PELKEY

Town Clerk

ELWOOD G. BRIDGE

Road Commissioner

GEORGE CRAY

Directors of S.A.D. No. 48

MARILYN TARDY

WILLIAM BALL

Constables

MARTIN GERALD

CLAIR H. LEWIS

RUSSELL BRAGG

Civil Defense Director

CLAIR H. LEWIS

Budget Committee

NORMAN BARROWS

LINWOOD COOKSON

DAVID DYER

JACK DYER

JIM DYER

CLARENCE FLETCHER

CLAIR LEWIS (Chairman)

GEORGE MILLETT

BILL RANDALL

CHARLIE RANDALL

RICHARD ROBINSON

JIM YOUNG

PLEASE BRING TOWN REPORT TO THE TOWN MEETING

Town Warrant

Somerset

State of Maine

To Clair H. Lewis, a constable in the Town of Palmyra in the County of Somerset,

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of said Town of Palmyra, qualified by law to vote in town affairs, to assemble in the Town Hall on Saturday, the tenth day of March A.D. 1984 at ten o'clock in the forenoon to act on the following articles to wit:

Art. 1. To choose a Moderator to preside at said meeting.

Art. 2. To choose a Town Clerk for the ensuing year and fix compensation for same.

Budget Committee Recommends: Luanne Pelkey

Art. 3. To examine and act on the report of the Town Officers.

Art. 4. To choose three Selectmen, three Assessors, three Overseers of the Poor and fix compensation for same.

Budget Committee Recommends:

First Selectman	\$2,000.00
Second Selectman	900.00
Third Selectman	900.00

Art. 5. To choose a director for a three year term on School Administrative District No. 48.

Art. 6. To choose a Treasurer for the ensuing year and fix compensation for same.

Budget Committee Recommends: Selectmen Appoint

Art. 7. To choose a Tax Collector and act on anything relating thereto.

Budget Committee Recommends: Selectmen Appoint

Art. 8. To choose a Road Commissioner and fix compensation for same.

Budget Committee Recommends: \$1,500.00 plus state wages

Art. 9. To see if the Town will vote to elect a Budget Committee and act on anything relating thereto.

Art. 10. To choose all other necessary Town Officers for the ensuing year.

Art. 11. To see if the inhabitants of the Town will vote to give a discount on taxes paid within 45 days of billing date and act on anything relating thereto.

Budget Committee Recommends: 2 percent

Art. 12. To see if the inhabitants of the Town will vote to charge interest on all unpaid taxes after such date the Town shall determine and act on anything relating thereto.

(NOTE: Maximum rate allowed by State Treasurer is 15 percent)

Budget Committee Recommends: 12 percent after February 1, 1985

Art. 13. To see what sum of money the Town will vote to raise and appropriate for the care of Cemeteries (perpetual and non-perpetual) and act on anything relating thereto.

Budget Committee Recommends: \$500.00

Art. 14. To see if the Town will vote to raise and appropriate such sums of money as may be necessary to pay the following and act on anything relating thereto.

Budget Committee Recommends:		
Town Charges	\$20,000.00	From Surplus
Town Poor	3,000.00	From Surplus
Summer Roads	12,000.00	Raise & Appropriate
Winter Roads	8,000.00	From Surplus

Art. 15. To see if the Town will vote to take \$8,000.00 from Federal Revenue Sharing monies for winter roads and act on anything relating thereto.

Budget Committee Recommends: \$8,000.00

Art. 16. To see if the Town will vote to take \$599.00 from surplus for 1984 Maine Municipal Association dues.

Budget Committee Recommends: Accept

Art. 17. To see if the Town will vote to take from surplus the sum of \$12,000.00 for fire protection and act on anything relating thereto.

Budget Committee Recommends: \$12,000.00

Art. 18. To see if the Town will vote to raise and appropriate \$2,200.00 for Ambulance Service from Hartland and St. Albans Emergency Unit.

Budget Committee Recommends: \$2,200.00

Art. 19. To see what sum of money the Town will vote to raise and appropriate for the Senior Citizens of Palmyra or act on anything relating thereto.

Budget Committee Recommends: \$300.00

Art. 20. To see what sum, if any, the Town will vote to raise and appropriate for Town Road Capital Improvement Projects.

Budget Committee Recommends: \$12,000.00

Art. 21. To see if the Town will vote to take from surplus the sum of \$17,000.00 for Solid Waste Disposal.

Budget Committee Recommends: \$17,000.00

Art. 22. To see if the Town will vote to raise and appropriate \$13,619.33 for truck payment to Merrill Trust Co.

Budget Committee Recommends: \$13,619.33

Art. 23. To see if the Town will vote to pay 75 percent of the Revenue received from Inland Fisheries and Wildlife for snowmobile registrations to the Palmyra Rebel Riders Snowmobile Club and 25 percent to the Palmyra Recreation Account, or act on anything relating thereto.

Budget Committee Recommends: Accept

Art. 24. To see if the inhabitants of the Town will authorize the Selectmen to provide loan or loans in anticipation of taxes, for the purpose of paying indebtedness of the Town, such loan or loans to be paid during the current municipal year out of money raised during the current year by taxes.

Budget Committee Recommends: Accept

Art. 25. To see if the Town will vote to allow the Selectmen to pay overdrafts from Surplus.

Budget Committee Recommends: Accept

Art. 26. To see if the inhabitants of the Town will vote to instruct the Selectmen to dispose of any real estate acquired through tax liens, either at private or public sales, and to issue deeds in the name of and for the inhabitants of the town for same, and act on anything relating thereto.

Budget Committee Recommends: Accept

Art. 27. To see if the Town will vote to take from Highway Block Grant Funds monies necessary to finish surfacing Libby Hill Road to Newport town line.

Budget Committee Recommends: Accept

Art. 28. To see if the Town will vote to accept the following amount for perpetual care of cemetery lots or act on anything relating thereto.

Budget Committee Recommends:
Helen Hubbard Harris \$100.00

Art. 29. To see what sum of money the Town will raise and appropriate for the Recreation Account or act on anything relating thereto.

Budget Committee Recommends: \$500.00

Art. 30. To see if the Town will vote to take from surplus the amount of \$4,500.00 for purchase of two acres, more or less, of land abutting the Village Cemetery from Richard Curtis.

Budget Committee Recommends: \$4,500.00

Art. 31. Shall an ordinance entitled "Parking of Running Vehicle" be enacted?

Budget Committee Recommends: Accept

Art. 32. Shall an ordinance entitled "General Assistance Rules and Regulations" be enacted?

Budget Committee Recommends: Accept

The Registrar of Voters will be present to revise and correct the list of voters.

Hereof fail not to make due return of said warrant, with your doings thereon, on or before the day of said meeting.

Given under our hands at said Palmyra, this tenth day of February, A.D. 1984

ROBERT J. TARDY
ALBERT LANDER
WILLIS MILLETT
Selectmen of Palmyra

A true copy attest

CLAIR H. LEWIS
Constable of Palmyra

PARKING OF RUNNING VEHICLE

It shall be unlawful to leave any unattended or attended vehicle running between the hours of ten p.m. (10) and six a.m. (6) within seventy-five (75) yards of an occupied dwelling unless the occupants have agreed and it does not interfere with the peace and privacy of other dwellings. This article applies to the township area of Palmyra.

General Assistance Rules and Regulations

ARTICLE I

Statement of Policy

The Town/City of _____ administers a program of general assistance available to all persons who are eligible to receive assistance in accordance with the standards of eligibility as provided herein and in 22 MRSA § 4301 et seq.

Every effort will be made to recognize the dignity of the applicant and to encourage self-respect and self-reliance. The program will help each person achieve self-maintenance and will encourage the work incentive. When possible, it will seek to alleviate needs other than financial through rehabilitative, preventive and protective services. General Assistance will promote strengthening the family, especially with regard to the care and protection of children.

The general assistance program will place no restrictions on the personal rights of the applicant or recipient, nor will there be any discrimination based on sex, age, race, religion, handicap or political affiliation. The applicant or recipient will be informed of his/her rights and responsibilities under the general assistance program.

The general assistance administrator will act promptly on all applications for assistance and requests for fair hearings. Within 24 hours of receiving an application, the administrator will give the applicant a written decision whether or not assistance is granted, that will state the specific reasons for the decision. The administrator will also give the applicant written notice that if dissatisfied with the decision, he/she may appeal to the fair hearing authority. When an applicant is determined to be eligible, assistance will be furnished within 24 hours after the completed application is submitted.

The administrator will maintain complete and accurate records pertaining to each applicant and recipient. These records are confidential.

The administrator will post notice in the municipal office specifying the day(s) and hours the administrator will be available. The administrator, or other designated person, will be available to take applications in the event of an emergency at all other times. A copy of this ordinance will be readily available to any member of the public upon request. Notice to this effect will be posted. Copies of this ordinance will be given at the expense of the person who requests the copy.

ARTICLE II

Definitions

Section 2.1 Common meaning of words

Unless otherwise apparent or defined, all words in these Rules and Regulations will have their common meaning.

Section 2.2 Special definitions

a) *Applicant*. A person who has submitted, either directly or through an authorized representative, an application for general assistance or who has, in an emergency, requested assistance without first completing an application.

b) *Application form*. A standardized form used by the general assistance administrator for the purpose of allowing a person to apply for general assistance and confirming the fact that a person has made application. The application form must be signed by the applicant to be considered complete.

c) *Back bills*. Any charge for goods and services received prior to application. A bill that is due in the same month in which an application is made is not a back bill.

d) *Basic necessities*. Food, clothing, shelter, fuel, electricity, nonelective medical services as recommended by a physician, telephone where it is necessary for medical reasons and any other commodity or service determined essential by the municipality.

e) *Case record*. An official file containing an application form, correspondence, narrative records and all other communications pertaining to an applicant or recipient, determination of initial or subsequent eligibility, reasons for decisions and actions by the general assistance administrator, and types of assistance provided each recipient.

f) *Categorical assistance*. All State and Federal income maintenance programs.

g) *Claimant*. An applicant or recipient who has requested a fair hearing.

h) *Dwelling unit*. A building or part thereof used for separate living quarters for one or more persons living as a single housekeeping unit.

i) *Disabled person*. A person who, by reason of any incapacity of a physical or mental nature, verifiable by objective medical evidence, is presently unable to work or maintain a home.

j) *Eligible person*. A person who is qualified to receive general assistance from the municipality, according to the standards of eligibility set forth in these Rules and Regulations.

k) *Emergency*. Any life threatening situation or a situation beyond the control of the individual which, if not alleviated immediately, could reasonably be expected to pose a threat to the health or safety of a person.

l) *General assistance program*. A service administered by a municipality for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant-in-aid" or "categorical" welfare program. This definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that the person has need and is found to be otherwise eligible to receive general assistance.

m) *General assistance administrator*. A municipal official designated to receive applications, make decisions concerning an applicant's right to receive assistance, and prepare records and communications concerning assistance. He or she may be an overseer or an authorized agent such as a town manager, welfare director, or caseworker.

n) *Household*. An economic unit composed of a group of individuals legally obligated for the support of each other or a group of unrelated individuals who customarily share a dwelling unit, or pool income or share expenses in common. When a household shares a basic necessity, such as housing, with an otherwise unrelated person or persons, the applicant shall be eligible for assistance for their pro rata share of the costs of the shared item or the cost of obtaining an alternative. Income from the unrelated individuals shall not be considered available to the applicant if there is no pooling of income.

o) *Income*. Any form of income in cash or in kind received by the household, including net remuneration for services performed, any payments received as an annuity, court ordered support payments, income from pension or trust funds and household income from any other source, including relatives or unrelated household members, retirement or disability benefits, veterans' pensions, workers' compensation, unemployment benefits, benefits under any state or federal categorical assistance program, supplemental security income, social security and any other payments from governmental sources, unless specifically prohibited by any law or regulation.

Income will be considered available for the week, weeks, month or months it was intended to cover when it was received by the applicant or members of the applicant's household. The consideration will not disqualify an applicant who has exhausted his income to purchase basic necessities.

The following will not be considered available income:

- Income property, tools of trade, governmental entitlements specifically treated as exempt assets by state or federal law.

- Actual work-related expenses, whether itemized or by standard deduction, such as taxes, retirement fund contributions, union dues, transportation costs to and from work, special equipment costs and child care expenses; or

- Income of children below the age of 18 years who are full-time students and who are not working full time.

p) *Just cause*. A valid, verifiable reason that hinders an individual in complying with one or more conditions of eligibility.

q) *Municipality*. Any city, town or plantation administering general assistance.

r) *Municipality of responsibility*. The municipality which is liable for the support of any eligible person at the time of application.

s) *Need*. The condition whereby a person has insufficient income, money, property, credit, assets or other means available to provide basic necessities for the individual and the individual's family.

t) *Net general assistance costs*. Those direct costs incurred by a municipality in providing assistance to eligible persons according to standards established by the municipal officers and does not include the administrative expenses of the general assistance program.

u) *Period of eligibility*. The time for which a person has been granted assistance. Such period shall commence on the date the application for assistance is granted and shall continue for the period stated on the decision. The period of eligibility may vary depending on the type of assistance provided; however, in no event shall such period extend beyond one month.

v) *Real estate*. Any land, buildings, homes, mobile homes and any other things affixed thereto.

w) *Recipient*. A person who has applied for and is currently receiving general assistance.

x) *Resident*. A person who has moved into a municipality with the intention of remaining there or a person who is neither a resident of the municipality where he/she is at the time of application nor of any other municipality. Persons who are in a group home, shelter, rehabilitation center, nursing home or similar facility will be considered a resident of the municipality where they lived immediately prior to entering the institution if they have been in the facility 6 months or less or if they have maintained a dwelling to which they intend to return.

ARTICLE III

Administrative Rules and Regulations

The following are rules and regulations for the administration of general assistance.

Section 3.1 Confidentiality of Information

Case records and all other information relating to an applicant or recipient of general assistance are confidential and will not be disclosed to the general public, unless expressly permitted by the applicant or recipient in writing defining what information is to be released. 22 M.R.S.A. § 4306.

The applicant or recipient will have the right to review any information contained in his or her case record. Copies of this information will be made available at the expense of the person making the request.

The general assistance administrator will release information contained in an applicant's or recipient's case record only to a person with a legal right to that information, and will release only that information that must legally be released. If an applicant or recipient seeks a review of a decision of the general assistance administrator (see Article VIII. Review and Review Procedure), the fair hearing authority will have access only to that information also made available to the claimant and only for the duration of the hearing or until a decision is made.

If the general assistance administrator releases information contained in an applicant's or recipient's case record to a person with a legal right to that information, an entry will be made in the case record, giving the reason(s) for the release.

Information furnished to the municipality by the Department of Human Services or any other agency or institution pursuant to 22 M.R.S.A § 4314, concerning recipients of categorical assistance, will be held confidential. The general assistance administrator will also comply with laws relating to the confidentiality of records concerning prescriptions for narcotic drugs and records concerning birth, marriage and death. 22 M.R.S.A. §§ 2374 and 2706, respectively.

Misuse of any information relating to an applicant or recipient is a punishable offense. 22 M.R.S.A § 42(2).

Any person who refuses to provide necessary information to the administrator in

order to verify an applicant's eligibility must state in writing the reason for the refusal. Any person who refuses to provide information, without just cause, may be subject to a civil penalty of not less than \$25 nor more than \$100. Any person, including the applicant, who willfully gives false information to the administrator is guilty of a Class E crime (22 M.R.S.A. § 4314).

Section 3.2 Maintenance of records

The general assistance administrator will keep complete and accurate records of general assistance (22 M.R.S.A. § 4303). These records are necessary to:

- a) provide a valid basis of accounting for municipal expenditures;
- b) document and support decisions concerning an applicant or recipient; and
- c) assure the availability of all relevant information in the event of a fair hearing or judicial review of a decision of the general assistance administrator.

In addition to general statistical records concerning the number of applicants and recipients and the type(s) and amount of aid provided, a separate case record will be established and maintained for each applicant or recipient. Each case record will include at least the following:

- a) a completed application;
- b) a copy of the written decision concerning the application, including the reasons for the decision;
- c) a narrative history documenting the need for general assistance, the results of home visits, collateral information, referrals, changes in status, the reason(s) for the release of confidential information, adjustments in aid and suspension or termination of eligibility; and
- d) complete data concerning the type(s) and amount of aid provided.

Case records will not include information or material that is irrelevant to an applicant's or recipient's application or to the general assistance administrator's decisions.

ARTICLE IV

Application Procedure

Section 4.1 Right to Apply

Any person has the right to apply for general assistance. The head of the family, any other responsible household member, or a duly authorized representative must apply in person, except as provided in section 4.9 of this ordinance. The administrator may require a duly authorized representative to present a signed statement documenting that he/she is in fact authorized. The applicant must complete a written application form and any other required forms (22 M.R.S.A. §§ 4305, 4308).

When a person has an immediate need but is unable to apply in person due to illness, disability, lack of child care, lack of transportation or other good cause, and he/she cannot send an authorized representative, the administrator will accept an application by telephone. This application will be subject to the administrator receiving written verification via mail or a visit to the applicant's home with his/ her permission (22 M.R.S.A. § 4304).

Each request for assistance will be administered in accordance with these guidelines. An independent determination of eligibility for general assistance shall be made by the general assistance administrator upon receipt of each application. The application form will give clear notice that the applicant has the right to a fair hearing if he/she is dissatisfied with the general assistance administrator's decision (22 M.R.S.A. § 4321).

Application forms will be available during regular business hours at the municipal office and when the general assistance administrator is conducting interviews with applicants. Completed applications will be accepted and interviews given only during the regular hours established and posted by the administrator, except that in an emergency, the administrator will be available to accept applications for assistance whenever necessary (22 M.R.S.A. § 4304).

Section 4.2 Application interview

Except when it is impractical, the general assistance administrator will personally interview each applicant before making a decision (see Section 4.1). The interview will be conducted in private, although the applicant may be accompanied by an attorney, representative or friend.

Section 4.3 Contents of the application

The application will contain the following information:

- a) applicant's name, address, and phone number;
- b) names of other household members for whom the applicant is seeking assistance;
- c) name, address and phone number of the applicant's parents, children, grandparents, grandchildren, whether or not they are members of the household;
- d) total household number;
- e) employment information;
- f) all household income and sources;
- g) expenses;
- h) types of assistance being requested;
- i) penalty for false representation;
- j) the applicant's right to a fair hearing;
- k) applicant's permission to verify information;
- l) signature of applicant and date.

Section 4.4 General assistance administrator's responsibilities at the time of the application

At the time of application, the administrator will inform the applicant of the eligibility requirements of the program and ask the applicant to provide all information and documentation necessary for the administrator to make a determination of eligibility (22 M.R.S.A. § 4309). This information will include:

- a) the applicant's household income, including income actually received from any source or due to be received during the period of eligibility;
- b) any assets or resources available to the applicant, including personal property and real estate;
- c) employment information. If the applicant is unemployed due to a disability,

the administrator will seek information regarding its nature and will recommend rehabilitative services when appropriate;

d) the amount and type of assistance requested.

The administrator will also be responsible for informing the applicant about possible ways to reduce his/her need for general assistance and the applicant's responsibility to:

a) accurately report all information necessary to determine eligibility and, the penalty for false representation (22 M.R.S.A. § 4315);

b) if unemployed, seek and accept employment, including a work assignment by the municipality, and demonstrate that he/she is performing an active work search; or if employed, not to voluntarily quit work, without just cause;

c) make use of all available resources including, but not limited to, other government benefit programs and liable relatives of sufficient means;

d) participate in a rehabilitation program, when appropriate in order to diminish his/her dependence on general assistance;

e) reimburse the municipality for the amount of general assistance granted in the event of a subsequent ability to pay.

The administrator will also inform the applicant that the municipality has the right to recover any amount of assistance granted from a liable relative living or owning land in the state: father, mother, grandparent, child, grandchild (22 M.R.S.A. §§ 4318, 4319).

Section 4.5 Responsibilities of the applicant at the time of application

The applicant has the following responsibilities at the time of each application:

a) to provide accurate, complete and current information concerning his/her income, resources, assets, and employment;

b) to inform the administrator of the names and addresses of relatives who are liable for the applicant's support;

c) to apply for and utilize any benefits or other resources that will reduce or eliminate his/her need for general assistance (22 M.R.S.A. § 4317).

Section 4.6 Action on applications

The general assistance administrator will give a written decision concerning the applicant's eligibility within twenty-four (24) hours after he/she has submitted a written application form and will furnish assistance to eligible applicants within that period (22 M.R.S.A. § 4305).

The written decision will state the following:

a) the type and amount of aid the applicant is eligible for and the period of eligibility; or

b) the reasons for denial;

c) the applicant's right to a fair hearing; and

d) the applicant's right to notify the Department of Human Services if he/she believes the municipality has acted illegally (22 M.R.S.A. § 4321).

Section 4.7 Withdrawal of an application

An application is considered withdrawn if:

a) the applicant dies before assistance is rendered; or

- b) the applicant requests in writing, that his/ her application be withdrawn; or
- c) the applicant refuses to complete or sign the application, or any other form, requested by the general assistance administrator pursuant to these Rules and Regulations (22 M.R.S.A. § 4309).

Section 4.8 Temporary refusal to accept application

Under special circumstances, the general assistance administrator may temporarily refuse applications for twenty-four (24) hours. Such circumstances may include, but are not limited to, the following:

- a) Cases where the applicant's conduct is abusive and disruptive or cases where the applicant is under the influence of drugs or alcohol, the applicant may be requested to leave. If the applicant refuses to leave, the Police may be summoned. The applicant will be informed that an application will be accepted when the particular circumstances are no longer present;
- b) Cases where a third person desires to make application for assistance on behalf of the applicant, the person may be requested to provide written verification that they have been duly authorized to act as a representative for the applicant (22 M.R.S.A. § 4308).

Section 4.9 Emergencies

Any person who applies for assistance to alleviate an emergency will be granted assistance if they do not have sufficient resources to meet an actual immediate need for basic necessities, although they may be considered otherwise ineligible (22 M.R.S.A. § 4308). An emergency is considered to be any life threatening situation or a situation beyond the control of the applicant, such as a natural disaster, which could reasonably be expected to pose a threat to the health and safety of the applicant if not alleviated immediately (22 M.R.S.A. § 4301.4).

Whenever an applicant informs the administrator that he/she needs assistance immediately, the administrator will grant, pending verification, the assistance within 24 hours, provided that:

- a) after interviewing the applicant the administrator has determined that he/she will probably be eligible for assistance after verification of information is completed; and
- b) the applicant submits whatever documentation possible to verify his/her information.

The administrator may contact at least one other person to confirm the applicant's statements about needing emergency assistance. No further assistance will be authorized until the applicant's eligibility is confirmed (22 M.R.S.A. § 4310).

When an applicant is unable to apply in person for emergency assistance the administrator will accept an application by telephone provided that the applicant cannot send a duly authorized person to apply and the applicant cannot apply in person due to lack of transportation, lack of child care or other good cause. The administrator's action upon any application taken via telephone is subject to the administrator making a determination of eligibility through verification received by mail or by visiting the applicant's home. The administrator will not grant any assistance as the result of a telephone application if the applicant refuses to allow the administrator to verify the information either by visiting his/ her home or by mail

and the administrator cannot determine his/her eligibility through any other means.

Each applicant is responsible for requesting assistance with bills that are current. The municipality is not responsible for paying back bills. However if the applicant is in immediate need of a basic necessity and the only way to obtain that necessity is by paying a back bill, the administrator will attempt to negotiate with the creditor in order to determine what amount could be paid in order to meet the immediate need. (*Waycott v. Overseers of Baring Plantation, et als*, CV82-74, Washington County Superior Court, *Zapanta v. Town of Brunswick, et al*, CV82-990, Cumberland County Superior Court).

ARTICLE V

Eligibility Factors

A person will be eligible for general assistance if he/she is a resident who is in need, and is working or looking for work, making use of all available resources; and doesn't own excessive personal property or real estate. Except as provided in Sections 4.9 and 5.1, applicants will not be eligible for assistance if they: have sufficient income or other resources but have used them on non-essential goods or services; quit work without just cause; own excessive personal property or real estate and refuse to liquidate that property; or refuse to utilize available resources without just cause.

Section 5.1 Initial application

The first time a person applies in any 6 month period will be considered an initial application. If the applicant is in need, he/she will be considered eligible solely on that basis. For all subsequent applications, the eligibility factors listed below must be met. Any person who has filed an initial application will always have to meet these eligibility conditions on subsequent applications, except that if he/she hasn't applied for assistance during the 6 months after the initial application, the next application will be considered a "first application" and the person's eligibility will be determined solely on the basis of need (22 M.R.S.A. § 4308).

Section 5.2 Residence

The general assistance administrator shall have the care of all eligible persons who are residents of the municipality and shall cause them to be relieved at the expense of the municipality. A resident is a person who has moved into the municipality and who intends to remain there and establish a household.

The municipality also recognizes its responsibility to assist transients and will assist eligible persons who are residents neither of this municipality nor any other municipality (22 M.R.S.A. § 4307).

The general assistance administrator may also provide relief to eligible persons present in the municipality who are residents of another municipality provided the municipality of responsibility has been notified and has approved such expenses or services prior to their delivery. The municipality of responsibility will be billed for the authorized relief (22 M.R.S.A. § 4313).

If a person is in a group home, shelter, rehabilitation center, nursing home,

hospital or other institution at the time of application, and has been in that institution for 6 months or less the municipality of responsibility is that municipality where the applicant was a resident immediately prior to entering the facility. If a person is in an institution at the time of application but has a residence which has been maintained and to which he/she intends to return, the municipality where the applicant has established his/her residence is liable.

This municipality will not move or transport an applicant or recipient to another municipality in order to avoid granting any assistance to that person. The administrator may assist a recipient who requests help to relocate. If relocation assistance is granted, this municipality will continue to be responsible for the support of that recipient for the first 30 days after relocation (22 M.R.S.A. § 4307).

Section 5.3 Eligibility for categorical assistance

Eligibility for receipt of categorical assistance will not disqualify a person from receiving general assistance, although benefits received will be included among income when determining need, except for receipt of Food Stamps and HEAP benefits. Applicants or recipients who the general assistance administrator believes may be eligible for any other form of public assistance must apply for such assistance within seven (7) days after being advised in writing to do so by the general assistance administrator. Persons who refuse to do so, without just cause, will be disqualified from receiving assistance until they make a good faith effort to obtain the benefit.

Section 5.4 Personal property

a) *Liquid assets.* No person owning assets easily convertible into cash, including but not limited to, bank deposits, stocks, bonds, certificates of deposit and other marketable security will be eligible for general assistance unless he or she uses such assets to provide for his/her basic needs and thereby exhausts them. Applicants who transfer their assets to someone else solely to appear eligible for general assistance will be denied. There will be a presumption that the applicant transferred his/her assets in order to be eligible for general assistance if the transfer occurred within the 6 months prior to applying for general assistance unless the applicant can prove otherwise.

b) *Tangible assets.* No person owning or possessing personal property consisting of more than one motor vehicle, or a boat, trailer, recreational vehicle or other assets convertible to cash and non-essential to the maintenance of the applicant's household will be eligible for general assistance. Exceptions may be made when a person is making an initial application and when reasonable efforts to convert assets to cash are unsuccessful.

Tools of a trade, livestock, farm equipment and other equipment used for the production of income are exempt from the above category and are not considered available assets.

c) *Automobile ownership.* Ownership of one automobile per household will not make a person ineligible for assistance, if such vehicle is essential for transportation to employment, medical care, rehabilitation or training facilities, or if it is essential to the maintenance of the applicant and his/her family.

However, when an applicant has received assistance for eight weeks or more

during the 6 months preceding the application, the applicant will be considered ineligible if the value of his/her equity interest in an automobile exceeds \$2,500.

d) *Insurance.* Insurance that is available to an applicant on a non-contributory basis or that is required as a condition of employment will not be a factor in determining eligibility for general assistance.

Life insurance with a cash surrender value will be considered as a tangible asset when an applicant has received assistance for eight weeks or more during the 6 months preceding the application.

Section 5.5 Ownership of real estate

If the applicant or dependents own real property other than that occupied as a home, continued eligibility will depend on the applicant making a reasonable effort to:

a) dispose of the property at fair market value in order to convert the property into assets which can be applied toward meeting present need; or

b) to obtain a loan against such property which may be used to meet present need. Applicants who transfer their excess property to someone else solely to appear eligible for general assistance will be ineligible.

If an applicant is granted assistance in the form of a mortgage payment, the municipality may claim a lien against the property. The lien shall not be enforceable until the time of sale of the property or upon the death of the recipient (22 M.R.S.A. § 4320, see also Section 6.8(2) infra.).

Section 5.6 Employment and rehabilitative services

All unemployed applicants and members of their households who are over the age of 15, except as provided below, will be required to accept any suitable job offer or opportunity for rehabilitative services. Applicants must demonstrate to the administrator that they are available for work 40 hours a week and are actively seeking employment.

A "suitable job offer" as used herein means any job which the applicant is mentally and physically able to perform.

"Available for work", as used herein, will mean that applicants must make themselves available for work during normal business hours prevailing in the area, Monday through Saturday and show that no circumstance exists which would prevent them from accepting full-time employment. Full-time employment means 40 hours a week.

Applicants will be required to provide verification of their pursuit of employment at the time of each application. "Pursuit of employment" will mean actually submitting a written application or applying in person for a job within the municipality, or submitting a written application or letter of inquiry to employers outside of the municipality. Each recipient will be responsible for applying for no less than two (2) jobs per week in municipalities having populations of less than 1,000; three (3) jobs per week in municipalities of 1,001 to 10,000 population; or five (5) jobs per week in municipalities having a population in excess of 10,000. These requirements will not be imposed at the time of the initial application, but will be a condition of eligibility for subsequent assistance.

Further, the above requirements do not apply to any person who is elderly, physically or mentally ill or disabled or any person whose presence is required in order to care for any child under the age of six years or for any ill or disabled member of the household.

Applicants who are employed are expected to remain on the job and not to quit employment except for just cause.

After being granted assistance at the time of initial application, applicants will be considered ineligible for further assistance if they, without just cause:

- a) refuse to register for employment with the Maine Job Service;
- b) refuse to search for employment when the search is reasonable and appropriate;
- c) refuse to accept a suitable job offer;
- d) refuse to participate in a training, education or rehabilitation program that would assist the applicant in securing employment;
- e) fail to be available for work;
- f) voluntarily quit work. Within the meaning of "voluntary quit" is an applicant causing his/ her own unemployment by being intentionally fired. (22 M.R.S.A. §§ 4301.8, 4316.3).

Failure of an otherwise eligible person to comply with this chapter shall not affect the eligibility of any member of the person's household who is not capable of working, including at least:

- a) a dependent minor child;
- b) an elderly, ill or disabled person; and
- c) a person whose presence is required in order to provide care for any child under the age of 6 years or for any ill or disabled member of the household (22 M.R.S.A. § 4309.3).

Applicants will be ineligible for assistance for 60 days if they refuse to comply with the work-related requirements of this section without just cause. Just cause will be considered as:

- a) the applicant has a physical or mental illness or disability;
- b) the work assignment pays below minimum wages;
- c) the applicant was subject to sexual harassment;
- d) the applicant is physically or mentally unable to perform required job tasks, or to meet piece work standards;
- e) lack of transportation to or from work or training;
- f) inability to arrange for necessary child care or care of ill or disabled family members;
- g) any reason found to be good cause by the Maine Employment Security Commission; or
- h) any other verifiable reasons which the administrator considers reasonable and appropriate.

Persons will be ineligible for 60 days, however they may regain their eligibility if they become employed or otherwise satisfy the administrator that they are complying with this section (22 M.R.S.A. § 4316.2).

The requirements of this section will not be imposed so as to interfere with an

applicant's present employment or participation in a primary or secondary educational or vocational program (22 M.R.S.A. § 4316.2).

Section 5.7 Municipal Work Program

Each applicant and any member of the household who is capable of working may be required to perform work for the municipality as a condition of receiving assistance (22 M.R.S.A. § 4316.4). This work condition will be subject to the following conditions:

a) No person shall, as a condition of general assistance eligibility, be required to do any amount of work that exceeds the value of the net general assistance that the person would otherwise receive under municipal general assistance standards. Any person performing work under this subsection shall be provided with net general assistance the value of which is computed at a rate of at least the state's minimum wage.

b) In no case shall eligible persons performing work under this subsection replace regular municipal employees.

c) In no case will work performed under this subsection interfere with an eligible person's:

1) existing employment or participation in a primary or secondary educational or vocational training program;

2) ability to follow up on a bonafide job offer; or

3) attendance at an interview for possible employment.

d) In no case may an eligible person be required to work for more than 40 hours per week. An eligible person who has full or part-time employment shall be exempt from the work requirement to the extent that the work requirement in combination with his/her regular employment exceeds 40 hours per week.

e) In no case will an eligible person be required to perform work beyond his/her capabilities. However, when an illness or disability is claimed, an eligible person may be required as a condition of receiving assistance to present a doctor's statement detailing the extent of the disability or illness (22 M.R.S.A. § 4309).

If the administrator requires a doctor's statement to verify an applicant's illness or disability, the municipality will grant assistance to pay for the doctor's evaluation if the applicant has no means to pay for the verification, however in such a case the administrator will choose the doctor. The administrator will not require verification of medical conditions which are apparent or which are of such short duration that a reasonable person would not ordinarily seek medical attention (22 M.R.S.A. § 4316.3).

f) In no case may an eligible person with an immediate need be required to perform work under this subsection prior to receiving general assistance. The administrator shall meet immediate needs upon receiving written assurance from the eligible person that he/she is willing to work for the assistance received. Work may be required to be performed prior to receiving general assistance when the payment for such work can be provided in a timely manner.

g) Expenses related to work performed under this subsection by an eligible person will be added to the amount of net general assistance to be provided to the person.

h) An otherwise eligible person who willfully fails to perform or willfully performs below average standards work for the municipality under this section without just cause will be ineligible for assistance for 60 days. (22 M.R.S.A. § 4316.1).

Persons who have been disqualified from receiving assistance may regain their eligibility if they accept a job offer in the private sector, or if they complete the municipal job assignment that they previously refused to perform in return for the assistance they have already received.

No recipient will have his/ her assistance terminated, reduced or suspended prior to being given notice and an opportunity for a hearing as required by Title 22 M.R.S.A. § 4321-4322. If the fair hearing authority upholds the decision of the administrator, the period of ineligibility shall commence on the date the fair hearing authority renders a written decision. In the case of a person who chooses not to request a hearing, the period of ineligibility shall commence on the date the administrator renders his/ her written decision. The period of ineligibility shall run for 60 days unless a stay is ordered by a court of law.

Section 5.8 Eligibility of dependents

Failure of an otherwise eligible person to comply with this section shall not affect the eligibility of any member of the person's household who is not capable of working, including at least:

- a) a dependent minor child;
- b) an elderly, ill or disabled person; and
- c) a person whose presence is required in order to provide care for any child under the age of 6 years or for any ill or disabled member of the household.

In administering the work requirement the administrator will:

- Itemize work performed by eligible persons separately in reports to the Commissioner of Human Services. (22 M.R.S.A. § 4316.4(E)).
- Read or have the applicant read a work order form that must be signed prior to commencing work so that applicants will understand the conditions of their general assistance. The work order will detail the amount of time persons need to work to meet their needs and the type of work that they are required to perform.

Section 5.9 Use of available resources

Each applicant has the responsibility to make a good faith effort to utilize every potential resource which may be available to him/ her to diminish his/ her need for general assistance. These include, but are not limited to, any state or federal public benefits program such as Food Stamps, Aid to Families with Dependent Children, unemployment compensation, and trust funds, government or private pension programs, support from legally liable relatives, child support payments, and jointly-held resources when the applicant's individual share is available (22 M.R.S.A. § 4317).

Each applicant who has a mental or physical disability must make a good faith effort to utilize any medical or rehabilitative services which are available to the applicant and which would not constitute a financial burden or create a physical risk to the individual.

General assistance will not be withheld from the applicant pending receipt of a resource provided that the applicant has made or is in the process of making a good faith effort to obtain the resource.

The administrator will give each applicant written notice that he/she is required to utilize any and all available resources. Any applicant who fails to utilize any resource, without just cause, will be ineligible for further assistance until he/she has made a good faith effort to utilize the resource.

Any applicant who forfeits receipt of or causes reduction in benefits from another public benefits program due to fraud, misrepresentation, or a knowing or intentional violation of program rules committed by the applicant within 60 days prior to applying for general assistance, or while receiving assistance, will be ineligible to receive general assistance to replace the forfeited benefits. The forfeited benefits will be considered income that is available to the applicant. The period of ineligibility will be 60 days from the date of applying for general assistance, or the date when the other benefits were forfeited, whichever is later. This ineligibility will not apply to any person who has forfeited such benefits prior to filing an initial application (22 M.R.S.A. § 4317), nor will it disqualify eligible dependents (22 M.R.S.A. § 4309.3).

ARTICLE VI

Determination of Eligibility

Section 6.1 Recognition of dignity and rights

Any determination or investigation of an applicant's eligibility will be conducted in a manner that will not violate the applicant's privacy or personal dignity or harass or violate his/her individual rights.

Section 6.2 Determination; redetermination

The administrator will make an individual, factual determination of eligibility each time a person applies or reapplies for general assistance. The administrator will make a redetermination of eligibility as often as is necessary to administer the program efficiently and meet the needs of the applicants. Persons who are required to actively look for work will have their eligibility determined on a weekly basis; all other applicants may have their eligibility determined on a monthly basis.

The administrator may redetermine a person's eligibility at any time during the period he/she is receiving assistance if the administrator is notified of any change in the recipient's circumstances which may alter the amount of assistance which the recipient may receive. Once a recipient has been granted assistance, the administrator may not reduce or rescind the grant without giving prior written notice to the recipient explaining the reasons for the decision and allowing the recipient to appeal the decision to the Fair Hearing Authority (22 M.R.S.A. § 4309).

Section 6.3 Verification

Each applicant and recipient has the responsibility at the time of application and continuing thereafter to provide complete, accurate and current information and

documents concerning his/her need, income and other resources. For documentation, the administrator will require actual bills or receipts for rent, utilities, fuel, telephone, medical services and other expenses for basic necessities that are reasonably obtainable except that food and household supplies will be budgeted at the actual amount paid up to the maximums allowed in Section 6.8(5) of this ordinance. The administrator will also require documentation regarding the applicant's income and assets. When determining an applicant's eligibility, the administrator will seek all necessary information first from the applicant. Information needed from other sources, with the exception of public records, will be gathered only with the knowledge of the applicant (22 M.R.S.A. § 4309).

The administrator may seek and verify information from all appropriate sources including, but not limited to: the Department of Human Services and any other department of the state which has information that has a bearing on an applicant's eligibility; financial institutions except national banks; and employers. The administrator will request the applicant's written consent in order to receive the necessary information (22 M.R.S.A. § 4314).

Any person who is required to but who refuses to provide necessary information to the administrator after it has been requested must state in writing the reasons for the refusal within 3 days of receiving the request. Any person who refuses to provide the information, without just cause, commits a civil violation and may be subject to a fine of not less than \$25 nor more than \$100 which may be adjudged in any court of competent jurisdiction. Any person who willfully renders false information to the administrator is guilty of a Class E crime (22 M.R.S.A. §§ 4314.5, 4314.6).

The applicant is required to provide all information necessary for the administrator to determine if he/she is eligible for assistance. When available information is inconclusive or conflicting regarding a material fact that is necessary to determine eligibility, the administrator will inform the applicant what further information is needed. In order to be considered inconclusive or conflicting the information on the application must be inconsistent with other information on the application, previous applications or other information received by the administrator (22 M.R.S.A. § 4309.2).

The administrator will not grant assistance to any applicant who refuses to supply necessary information and documentation of his/her needs, income and other resources, or who refuses to grant permission for the administrator to contact other persons or otherwise verify the information. If the administrator has attempted to verify the information but is unable to determine if the applicant is eligible because the applicant has refused to provide or allow the administrator to verify the necessary information, the applicant will be denied assistance until the necessary verification has been accomplished (22 M.R.S.A. § 4309.2).

Failure of an otherwise eligible applicant to comply with this section will not disqualify any other member of the applicant's household from receiving assistance (22 M.R.S.A. § 4309.3).

The applicant will be given the opportunity to provide the necessary information prior to the expiration of the 24 hour time period within which the administrator must act on the application. If all the necessary information has been provided and

the applicant is determined to be eligible, assistance will be granted. If the applicant does not provide the required information needed within the 24 hour period, and the administrator can not determine the applicant's eligibility, the application will be denied on the basis of insufficient information and documentation. The administrator will notify the applicant that he/she may reapply when he/she can complete the application (22 M.R.S.A. § 4309).

Section 6.4 False representation

It is unlawful for a person to make knowingly and willfully a false representation of a material fact to the administrator in order to receive general assistance (22 M.R.S.A. § 4315). A material fact is any information which has a direct bearing on the person's eligibility. False representation shall consist of any action by an individual to knowingly and willfully:

- a) Make a false statement to the general assistance administrator, either orally or in writing, in order to obtain assistance to which the applicant or the applicants' household is otherwise not entitled;
- b) Conceal information from the general assistance administrator in order to obtain assistance to which the applicant or applicants' household is otherwise not entitled; or
- c) Use general assistance benefits for a purpose other than that for which they were intended.

When the general assistance administrator suspects a misrepresentation of circumstances has occurred on an application, the applicant will be asked to furnish the information needed and/or verify the accuracy of the information provided. If the applicant is unwilling or unable to produce the required verification within a reasonable period of time, and the administrator concludes that the misrepresentation is a material false representation, the applicant will be denied for up to 60 days, although the remainder of the household may still be eligible. For the purpose of this section a material misrepresentation is a false representation, which had it not been made, the assistance sought would not have been granted.

Any applicant who is denied assistance for making a false representation will be afforded the opportunity to appeal the decision to the Fair Hearing Authority in accordance with Article VII of this ordinance. No recipient shall have his/her assistance reduced or revoked during the period of eligibility before being notified and given the opportunity to appeal the decision (22 M.R.S.A. § 4315).

If a recipient does not appeal the decision or if the Fair Hearing Authority determines that a recipient did make a false representation, he/she will be required to reimburse the municipality for any assistance received to which he/she was not entitled. Any person who is dissatisfied with the decision of the Fair Hearing Authority may appeal that decision to the Superior Court pursuant to Rule 80-B (22 M.R.S.A. § 4315).

In no event will the disqualification of a person under this section serve to disqualify any dependent in that household (22 M.R.S.A. § 4315).

Section 6.5 Period of eligibility

The administrator will grant assistance to all eligible persons for a period that is

sufficient to meet their need but in no event may assistance be granted for a period in excess of one month (22 M.R.S.A. § 4309).

Section 6.6 Determination of need

An applicant will be considered in need of general assistance if he/she has insufficient income, money, property, credit, assets or other resources available to provide basic necessities for his/her household (22 M.R.S.A. § 4301).

In determining need, the administrator will compute income and necessary expenses within the limits established herein. Income will be considered available to the applicant for the week(s) or month(s) it was intended to cover when it was received by the applicant or members of the applicant's household.

Applicants who have sufficient income to provide for their basic necessities but who use that income to purchase goods or services which are not basic necessities will not be considered eligible for assistance. Persons who exhaust their income on basic necessities and who still need assistance with other basic necessities will be eligible.

The administrator will compute income and necessary expenses for basic necessities. Income will be considered on a weekly basis unless it is received monthly. In determining need the administrator will subtract the applicant's income from his/her expenses for basic necessities. If income is greater than expenses, the applicant will not be eligible. If the applicant has a deficit, i.e. his/her income is not sufficient to provide basic necessities, the applicant will be considered in need. Any applicant who is in need will be considered eligible at the time of initial application. Any applicant who submits subsequent applications will be eligible only if he/she is in need and meets all other eligibility conditions as provided in Article V of this ordinance.

The municipality will provide assistance in an amount up to the deficit (need) in the applicant's total allowed budgeted need. The municipality will not grant assistance above this amount except for emergency necessary expenses or other allowed necessary expenses as provided in section 6.8 (F) of this ordinance.

Section 6.7 Income

Income which will be considered in determining an applicant's need includes:

a) *Earned income.* Income in cash or in kind earned by the applicant through wages, salary, commissions, or profit, whether self-employed or as an employee is to be included. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income. When income consists of wages, the amount computed will be that available after taxes, social security and other payroll deductions required by state, federal, and local law. Rental income and profit from produce sold fall into this category. Income that is held in trust and unavailable to the applicant or the applicant's dependents will not be considered as earned income. Actual work-related expenses such as union dues, transportation to and from work, special equipment and child care costs will not be considered available.

b) *Income from spouse or support from relatives.* Contributions from a spouse or relatives who are not members of the applicant's household will be considered income only if it is actually received by the client or used to pay any of his/her

expenses.

c) *Income from other assistance or social services programs.* State categorical assistance benefits, SSI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payments from other government sources will be considered as income, unless expressly prohibited by federal law or regulation. Food Stamps and fuel assistance payments made by the Home Energy Assistance Program (HEAP) may not be considered income.

d) *Court-ordered support payments.* Alimony and child support payments will be considered income only if actually received by the applicant. The general assistance administrator will refer cases where support payments are not actually received to the State Department of Human Services' Support Enforcement Location Unit.

e) *Income from other sources.* Payments from pensions and trust funds will be considered income. Any income actually available to the applicant from other members of his/her household who are not related by blood or marriage (for example: boarders or lodgers) will be considered income.

f) *Earnings of a son or daughter.* Income from children who are members of the household will be considered available. Income received by sons and daughters below the age of 18 who are full-time students and who are not working full-time will not be considered income.

g) *Income from household members.* Income from all related members of the household will be considered available except as provided in (f) above.

Income from unrelated household members who occupy the same dwelling unit and who contribute their fair share for living expenses such as rent, fuel, and utilities will not be considered income that is available to the applicant unless actually received by the applicant. However, only the applicant's pro-rata share of expenses will be considered when determining his/her expenses (*Cyr v. Lewiston*, *White v. Lewiston*, CV81-47, CV81-210 Androscoggin County Superior Court).

Income from unrelated household members will be considered available to the applicant, whether or not the household member is legally obligated for the support of the applicant, if the household members pool or share their income and expenses or intermingle their funds so as to provide support to one another (*Boisvert v. Lewiston*, CV80-436, Androscoggin County Superior Court).

Section 6.8 Basic necessities

The municipality will grant assistance to eligible applicants to help them provide basic necessities according to the maximum levels for specific types of assistance set forth below. These maximum levels will be strictly adhered to although if the administrator determines that there are exceptional circumstances and an emergency is shown to exist, these absolute levels will be waived in order to meet immediate needs (*Glidden v. Town of Fairfield*, et al., CV79-17, Somerset County Superior Court).

In all cases either the actual expense the applicant incurs in providing a basic necessity, or the maximum amount allowed in each category, whichever is less will be used in determining need.

If persons other than the immediate family reside in the same household, the applicant's need for common living expenses for food, rent, fuel, etc. will be presumed to be reduced by an amount equal to the other household members' proportionate fair share of the common living expenses. This presumption may be rebutted by evidence that the other household members had no income with which to pay their share of common expenses. No applicant will be allowed to claim a need for any expense which in fact, has been paid by another household member on or before the date of application.

a) *Food*. The administrator will provide food assistance to eligible persons up to the following maximums. In determining need for food the administrator will not consider whether the applicant receives food stamps (22 M.R.S.A. § 4301.7(A); *Dupler et als v. City of Portland et als*, CV-74-134 SD). The municipality will authorize vouchers to be used solely for approved food products.

No. in Household	Allowance Schedule	
	Weekly	Monthly
1	\$ 19	\$ 76
2	35	140
3	49	199
4	64	256
5	75	300
6	90	360
7	99	396
8	114	456

Additional persons in the household will be budgeted at \$15 per person per week or \$65 a month.

b) *Housing*. It is the responsibility of applicants to obtain housing within their ability to pay. The municipality is not responsible for paying back bills for rent or mortgage except as provided in Section 4.9.

The municipality will not make any mortgage payment unless the applicant has been served a notice of foreclosure although mortgage payments will be budgeted as an expense.

In the case of a request for assistance with a mortgage payment, the general assistance administrator will make an individual factual determination of whether the applicant has an immediate need for such aid. In making this determination, the administrator will consider the extent and liquidity of the applicant's proprietary interest in the housing. Factors to consider in making this determination include: (1) the marketability of the shelter's equity, (2) the amount of equity, (3) the availability of the equity interest in the shelter to provide the applicant an opportunity to secure a short-term loan in order to meet immediate needs, (4) the extent to which liquidation may aid the applicant's financial rehabilitation, (5) a comparison

between the amount of mortgage obligations and of anticipated rental charges the applicant would be responsible for if he/ she were to be dislocated to rental housing, (6) the imminence of the applicant's dislocation from owned housing because of his/her inability to meet the mortgage payments, (7) the likelihood that the provision of housing assistance will prevent such dislocation, and (8) the applicant's age, health, and social situation. These factors shall be considered when determining whether the equity in the shelter is an available asset which may be substituted for the assistance the municipality would otherwise be required to provide.

If an applicant is eligible for assistance, the administrator will make mortgage payments for the actual amount due or up to the amount allowed according to the maximum levels listed below, whichever is less. After an initial application, assistance with such payments will be given only after the applicant has made all reasonable efforts to borrow against the equity of his/her home. If there is not sufficient equity in the home to use to secure a loan, and if the monthly mortgage payments are not realistically in line with the rental rates for similar housing or units in the area that could meet the applicant's needs, after the applicant has received assistance for eight weeks or more during the 6 months after the initial application, the administrator will inform the applicant that he/ she is responsible for finding alternative housing within his/ her ability to pay and will be obligated to make all reasonable efforts to secure such housing.

When the municipality makes mortgage payments, the municipality may place a lien on the property in order to recover the costs of granting assistance with mortgage payments (22 M.R.S.A. § 4320). No lien may be enforced against a recipient except upon his/ her death or the transfer of the property. Further, no lien may be enforced against a person who is currently receiving any form of public assistance or who would again become eligible for general assistance if the lien were enforced.

No. of Bedrooms	Unheated		Heated	
	per week	per month	per week	per month
1	\$40	\$170	\$50	\$216
2	47	200	57	246
3	54	230	64	276
4 or more	60	260	71	306

c) *Utilities.* Expenses for gas and electricity will be budgeted separately if these are not included in the rent. The administrator will inform the applicant that he/ she is responsible for making arrangements with the utility company for payment of the bill, including entering into a special payment arrangement if necessary. Assistance will be granted for the most recent billing period. The municipality is not responsible for back bills or deposits, except as provided in Section 4.9, although a deposit may be considered an allowable expense during the month it was paid.

The administrator will notify the applicants in writing that they are responsible

for giving the administrator adequate notice that the household's utilities are going to be terminated. A utility "shut off" may not be considered an emergency unless applicants have just cause for failing to notify the administrator in a timely manner.

No. in Household	Weekly	Monthly
1-2	\$ 7	\$31
3-4	9	40
5 or more	11	49

d) *Heating.* Expenses for fuel, oil, electricity, propane or other means of heating will be budgeted from September 1 through May 31. The municipality is not responsible for back bills, except as provided above. Assistance will be granted only for the most recent billing period.

The administrator will notify applicants that they are responsible for monitoring their fuel supply and for requesting fuel assistance prior to depleting their supply. Running out of fuel will not be considered an emergency unless applicants have just cause for failing to notify the administrator of their need for fuel in a timely manner.

I. Oil and Kerosene (heat and hot water)

Month	Maximum Number of Gallons	
	Weekly	Monthly
January	42	180
February	37	160
March	33	140
April	21	90
May	12	50
June	7	30
July	7	30
August	7	30
September	12	50
October	16	70
November	26	110
December	37	160

In cases where water is not heated with oil, deduct 30 gallons per month or 7 gallons per week from the maximums.

In cases where oil or kerosene is used only to heat hot water, budget a maximum of 30 gallons per month or 7 gallons per week.

II. Electric (heat and hot water)

Month	Maximum Number of Kilowatt Hours	
	Weekly	Monthly
January	778	3,345
February	686	2,950

March	607	2,610
April	388	1,670
May	214	920
June	65	280
July	65	280
August	65	280
September	214	920
October	293	1,260
November	467	2,010
December	708	3,045

In cases where water is not heated by electricity, deduct 280 kwh per month or 65 kwh per week from the maximums.

In cases where electricity is used only to heat hot water, budget a maximum of 280 kwh per month or 65 kwh a week.

III. Liquid Petroleum Gas/ Propane (heat and hot water)

Month	Maximum Number of Gallons or Pounds	
	Weekly	Monthly
January	48 g/215 lbs	205 g/922 lbs
February	42 g/188 lbs	180 g/810 lbs
March	37 g/167 lbs	160 g/720 lbs
April	23 g/105 lbs	100 g/450 lbs
May	14 g/ 63 lbs	60 g/270 lbs
June	9 g/ 42 lbs	40 g/180 lbs
July	9 g/ 42 lbs	40 g/180 lbs
August	9 g/ 42 lbs	40 g/180 lbs
September	14 g/ 63 lbs	60 g/270 lbs
October	19 g/ 84 lbs	80 g/360 lbs
November	29 g/130 lbs	125 g/563 lbs
December	44 g/200 lbs	190 g/855 lbs

In cases where water is not heated by propane, deduct 40 g/ 180 lbs per month or 9 g/42 lbs per week from the maximums.

In cases where propane is used only to heat hot water, budget a maximum of 40 g/ 180 lbs per month or 9 g/42 lbs per week.

IV. Other Fuels

When fuels such as wood, coal and/or natural gas are used to heat, they will be budgeted at actual rates, if they are reasonable. No eligible applicant or recipient shall be considered to have need of more than 7 tons of coal per year, 8 cords of wood per year or 126,000 cubic feet of natural gas per year.

When applicants or recipients use a combination of fuels, their expense for fuel will be budgeted according to the maximums contained herein relating to the fuel used as the household's primary source of heat.

e) *Personal Care and Household Supplies.* This allowance covers such items as brooms, light bulbs, fuses, kitchen utensils, laundry detergent, soap, toothpaste,

toilet paper, etc. The maximum amounts allowed are:

No. in Household	Weekly Amount	Monthly Amount
1-2	\$3.00	\$12.00
3-4	4.00	16.00
5-6	5.00	21.00
7-8	6.00	26.00
over 8	7.00	30.00

f) *Other Basic Necessities.* Expenses falling under this section will be granted when they are deemed essential to an applicant's or recipient's health and safety by the general assistance administrator and, in some cases, upon verification by a physician. Assistance will only be granted when it cannot be obtained from other sources.

1) *Clothing.* The municipality may assist the applicant or recipient and his/her family in the purchase of adequate clothing. In most circumstances, clothing will be a postponable item. Exceptions to this would be if fire or unusually cold weather makes extra clothing an immediate necessity, or if special clothes are needed for the applicant's employment. Before assistance will be made for clothing, the general assistance administrator must be satisfied that the applicant has utilized all available resources to secure the necessary clothing.

2) *Medical.* When a physician verifies that they are necessary, the administrator will provide funds for prescription medicine, hospitalization and medical services to applicants who are not eligible for medical assistance under existing state or federal programs. Except for an emergency hospitalization and related expenses, the administrator must be notified and authorize any other medical care prior to its delivery. The administrator will not authorize assistance with elective surgery or medical treatment.

In the event of an emergency admission of an indigent person, the hospital must notify the administrator within 3 business days of the admission. Notification must be by telephone, confirmed by certified mail, or by certified mail only. Notification by the hospital does not obligate the municipality to pay the hospital expenses. The administrator will not pay any hospital bill unless the indigent person, or a duly authorized person, applies for the assistance within 30 days after the applicant has been released from the hospital.

The applicant is required to utilize any resource which would diminish his/her need to seek general assistance to pay for the medical expenses. The administrator will not pay any bill when the applicant is eligible for assistance through the hospital's participation in the Hill-Burton Act (42 U.S.C.A. § 291 et seq.). The administrator will inform the applicant that he/she must apply to the hospital in order to have his/her hospital bills handled in accordance with the provisions of the Hill-Burton Act.

If the applicant is not eligible to have his/her bills considered within the Hill-Burton Act, the administrator will expect the applicant to assume a reasonable portion of the medical expenses. The municipality will not pay the full rate for the medical expenses but will have the Department of Human Services convert the

bill into the allowable Medicaid rate. The applicant will be responsible for entering into a payment arrangement with the hospital in order to pay the expenses in monthly installments taking into consideration the applicant's ability to pay.

In addition, the municipality will provide for ordinary medical supplies which will be budgeted at the actual amount not to exceed \$10. Allowable supplies include aspirin, bandages, and non-prescriptive medicines.

If an applicant is totally and permanently disabled, the administrator will refer him/her to the Supplemental Security Income (SSI) program or any other applicable program. Further, if an applicant has a catastrophic illness, he/she will be required to apply for the State Catastrophic Illness program through the Department of Human Services.

3) *Dental*. The municipality will not furnish dental services, except in cases of emergency. Full mouth extractions may be necessary on occasions, with dentures to be supplied at the municipality's expense. When eligible the applicant will be referred to a dental clinic in the area if one exists. The administrator will expect the applicant to bear a reasonable part of the cost for both extractions and dentures taking into account the applicant's ability to pay.

4) *Eye Care*. In order to be eligible for general assistance for eyeglasses, an applicant for that service must have his/her medical need certified by a person licensed to practice optometry. The general assistance administrator will provide assistance for eyeglasses to medically eligible persons only if such assistance is unavailable from other sources in the community.

5) *Burial*. The municipality will not pay for the burial of an indigent person if there are any liable relatives or any federal or state program that will provide full or partial payment for the burial.

The municipality is not obligated to pay for any burial expenses if the administrator has not received notice before any burial preparations have been made. In cases where there are liable family members (father, mother, grandfather, grandmother, children and grandchildren) an application must be taken to determine what family resources are available to assume the costs of the burial. The municipality will not accept full responsibility for the burial expenses unless all responsible family members can demonstrate to the general assistance administrator's satisfaction their inability to pay in full or make a deferred payment arrangement with the funeral parlor. The administrator may take up to 10 days to locate all responsible parties and resources before giving a written decision. Should responsible family members refuse to allow the municipality to investigate their resources or to contribute to the costs of the burial if they appear able as a result of an application, the municipality may choose to initiate court action pursuant to 22 M.R.S.A. § 4319. If relatives, other persons, the State or other sources cannot cover the entire burial expenses of an indigent person, the municipality will pay up to \$650 for the burial, with an additional payment for the lot in the least expensive section of the cemetery and the opening and closing of the grave site. If the municipal ordinance requires vaults or cement liners, the

general assistance administrator will grant up to \$125 for that purpose.

Allowable burial expenses are limited to removal of the body from a local residence or institution, a secured death certificate or obituary, embalming, a minimum casket and a reasonable cost for overhead. Other costs will not be paid by the municipality.

Any other benefit or resource which is available, such as the Social Security Death Benefits or contributions from other persons, will be deducted from the amount which the municipality will pay.

Section 6.9 Notice of decision.

The administrator will give written notice to each applicant after making a determination of eligibility. The decision will be given to the applicant within 24 hours of receiving a completed application (22 MRSA § 4305.3; See Article IV, Section 4.6).

ARTICLE VII

Right of Review and Review Procedure

Section 7.1 Right of review

Any applicant or his/her authorized representative, has the right, within 5 working days of receipt of notice of a decision by the general assistance administrator, to request review of that decision, if he/she believes that proper consideration has not been given to all the circumstances surrounding his/her claim to assistance (22 M.R.S.A § 4322). The right of review is a basic right of the applicant, and is not limited solely to review of all decisions affecting the applicant's right to apply for general assistance. Some of the reasons a review might be requested include:

- a) failure to act with reasonable promptness on a claim for assistance;
- b) refusal to consider a request for or undue delay in making an adjustment in assistance;
- c) dissatisfaction with the administrator's interpretation of the law or with general assistance policies as they were used to determine the claimant's situations;
- d) decisions regarding:
 - 1) eligibility for assistance;
 - 2) amount of assistance;
 - 3) the manner or form of assistance; or,
 - 4) conditions of assistance, including work requirements.

In order to assure that the applicant understands his/her right, it is the responsibility of the general assistance administrator to explain the right of review and the review process at the time of application. The written form on which the application is completed must give notice of the right to review by the Fair Hearing Authority and that the applicant has the right to notify the Department of Human Services if he/she believes the municipality has violated the law and the process for notifying the department.

After an application has been completed, an applicant is to be given notice of any decision concerning his/her right to assistance, and this notice will remind the

client:

- a) of his/ her right of review;
- b) of the method by which he/ she may obtain review;
- c) that he/ she may be represented by legal counsel or other spokesperson, or he/ she may represent himself. (The applicant should be informed that although he/ she is entitled to legal counsel, such counsel would have to be at his/ her own expense).
- d) such information shall include in writing, the procedures for the conduct of fair hearings, as contained in section 7.4 of this Article.

Section 7.2 Method of obtaining review

Upon application and again upon notification of a decision by the general assistance administrator, all claimants will be informed of the method for obtaining review.

All complaints that are not clear requests for a fair hearing will be answered by a personal interview or in writing by the general assistance administrator. If the client is satisfied with the adjustment or explanation, the administrator will simply make an entry in the case record and file any correspondence involved.

To obtain a fair hearing, the claimant, or his/ her authorized representative, need only make a clear expression to the general assistance administrator, within 5 working days of receipt of notice of the administrator's decision, that he/ she is dissatisfied with the decision and wants a review by the fair hearing authority. The administrator will make available a printed form for requesting a fair hearing and will assist the claimant in completing it if necessary. On the printed form, the claimant will give the following information:

- a) the decision on which review is sought;
- b) the reasons(s) for the claimant's dissatisfaction and the circumstances he believes entitle him to a different decision;
- c) the relief he seeks.

The administrator cannot deny or dismiss a request for a hearing unless it has been withdrawn by the claimant. The request will be considered withdrawn if the claimant gives written expression of withdrawal.

Upon receipt of the completed written form, the administrator will immediately notify the claimant in writing that he is entitled to a hearing before the fair hearing authority within 7 working days after the authority is notified of the request by the administrator (22 M.R.S.A. § 4507). Arrangements for the date, time, and place of the hearing will take into consideration the convenience of the claimant, and he/ she will be given notice early enough to allow preparation; he/ she will also be given adequate preliminary information about the hearing procedure to ensure effective preparation of his/ her case.

Section 7.3 The fair hearing authority

The general assistance program will include a fair hearing authority which reviews decisions of the general assistance administrator upon request for a fair hearing by any claimant, and is charged with the responsibility of assuring that general assistance administration and policies protect the rights of general

assistance claimants to fair treatment and of municipal taxpayers to valid expenditure of general assistance funds.

The fair hearing authority may consist of those officials designated by the municipal charter as overseers of the poor, or the overseers may designate one or more persons to perform this function (see 22 M.R.S.A. § 4322). In determining the organization of the fair hearing authority, the overseers will use the following criteria: the person(s) serving as fair hearing authority must:

- a) not have participated in the decision which is the subject of the appeal;
- b) be impartial;
- c) be sufficiently skilled in interviewing techniques to be able to obtain evidence and the facts necessary for a fair determination;
- d) be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the administrator operated, and to interpret to the administrator any evidence of unsound, unclear, or inequitable policies, practices, or actions.

Section 7.4 Fair Hearing Procedure

When a claimant requesting a fair hearing is notified of the date, time, and place for that hearing in writing, he/she will also be given adequate preliminary information about the hearing procedure to ensure effective preparation of his/her case. The claimant shall be permitted to review his/her file prior to the hearing. At a minimum, the claimant will be given the following information, which will govern all fair hearings. All fair hearings will:

- a) be conducted privately and open only to:
 - 1) the claimant, witnesses, legal counsel, or others whom he/she wishes to be present, and
 - 2) the general assistance administrator and his/her agents and counsel;
- b) be opened with a presentation of the issue by the fair hearing authority;
- c) be conducted informally, without technical rules of evidence, but subject to the requirements of due process;
- d) allow the claimant and the administrator the option to present their positions for themselves or with the aid of others, including legal counsel;
- e) give all participants an opportunity
 - 1) to present oral or written testimony or documentary evidence;
 - 2) to offer rebuttal;
 - 3) to question witnesses;
 - 4) to examine all evidence presented at the hearing;
- f) result in a decision, based exclusively on evidence or testimony presented at the hearing;
- g) be permanently recorded, having a written decision (see section 7.5 Disposition of Hearing Decision) filed with evidence introduced at the hearing. The fair hearing will allow the claimant to establish all pertinent facts and circumstances, and to advance any arguments without undue interference. Non-recorded or confidential information that the claimant does not have an opportunity to hear or see will not be used in the fair hearing decision or made part of the hearing record. The fair hearing authority will not review any material prior

to the hearing unless the same material is made available to the claimant or his/ her representative.

Section 7.5 The fair hearing decision

The decision of the fair hearing authority, made by or in the name of the overseers, will be binding on the general assistance administrator, and will be communicated in writing to the claimant within five days after completion of the hearing. Written notice of the decision will contain the following:

- a) a statement of the issue;
- b) relevant facts brought out at the hearing;
- c) pertinent provision in law or general assistance policy related to the decision;
- d) the decision and the reasons for it.

Copies of the notice of the decision will be provided for the claimant, the hearing record, and the case record maintained by the general assistance administrator.

The written notice of the decision will state that if the claimant is dissatisfied with the fair hearing decision, he/she has a further legal right to judicial review of the decision under Maine Rules of Civil Procedure, Rule 80B. To take advantage of this right, the claimant must file a petition for review with the Superior Court within 30 days of receipt of the fair hearing decision.

Hartland & St. Albans Emergency Unit

Cash on Hand January, 1983:

Savings	\$2,592.51
Checking	159.14

\$2,751.65

Debits:

St. Albans, 1983	\$800.00
Palmyra, 1982	900.00
Palmyra, 1983	900.00
Interest on Savings	150.88
Hartland & St. Albans	
Senior Citizens (Donation)	20.00
St. Albans Ext. Group (Donation)	25.00
1982 Ambulance calls	1,397.13
1983 Ambulance calls	6,727.46
	\$10,920.47

\$13,672.12

Credits:

Gas & Oil	\$1,055.96
Water Co.	93.36
Licenses	40.00
Ambulance supplies	872.39
CMP	1,025.51
Insurances	676.00
Telephone	197.54
Ambulance courses	1,699.00
Ambulance repairs	730.17
Overpayment	37.30
Donations	143.80
Attendants fees	3,086.00
Miscellaneous	76.05

\$9,733.08

Cash on Hand December, 1983:

Savings	\$3,281.99
Checking	657.05

\$3,939.04

\$13,672.12

Palmyra Senior Citizens

The Palmyra Senior Citizens Group has had another busy and successful year in 1983.

The monthly meetings have been well attended and enjoyable, with both outdoor gatherings and holiday suppers.

A bus trip was taken during the fall foliage season. A small donation was given in support of Nokomis High School's Chemical Free Graduation Party, in order to help to keep our students safe for future generations.

Our ill members were remembered with small gifts and cards of cheer, as well as sympathy and encouragement given to the bereaved.

Christmas fruit baskets were distributed to shut-ins again this year and greeting cards sent to the older citizens in town for the holidays.

A note of appreciation is due to the Selectman and townspeople for their vote in support of aiding in financing these projects, in order to be able to continue to give a bit of meaning and happiness to Palmyra's older citizens for the coming year.

CLAIR LEWIS, President
NETTIE RICE, Vice President
DOROTHY KURT, Sec'y.-Treas.

FINANCIAL STATEMENT FOR 1983

Balance as of February, 1983	\$222.41	
Appropriations from Towns	400.00	
Interest on Savings Account	15.47	
		\$637.88
Disbursements		
Meeting Expenses	\$36.23	
Get Well Gifts	13.13	
Funeral Memorials	68.79	
School Bus Trip	94.16	
Chemical Free Graduation	10.00	
Anniv./Special Occasions	20.00	

Fall Luncheon	111.80	
Cards, Postage, Telephone	15.60	
Thanksgiving Expenses	36.00	
Christmas Baskets	52.25	
	<hr/>	\$457.96
On Deposit - Heritage Bank	\$136.48	
Cash on Hand	43.44	
	<hr/>	
Balance as of February, 1984		\$179.92

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION

TRANSPORTATION BUILDING
STATE HOUSE STATION 16
AUGUSTA, MAINE

04333

GEORGE N. CAMPBELL, JR.
Commissioner

November 17, 1983

Mr. Robert Tardy
First Selectman
Town of Palmyra
Town Office, Box 6
Palmyra, Maine 04965

Dear Mr. Tardy:

Our review of the proposed designation of State Route 152, beginning at junction of State Route 100 in Pittsfield northerly to State Route 23 in Hartland (7.69 miles) as a State Highway is now complete.

I am pleased to advise you that this highway qualifies as a State Highway. Therefore, I have designated the road as a State Highway effective July 1, 1984. The Maine Department of Transportation will assume responsibility for winter maintenance of the roadway, in addition to its current summer maintenance responsibility on that date.

This designation is included in approximately 110 miles of new State Highways throughout the state. It will place a significant financial burden upon the Department of Transportation, requiring supplemental funding from the Legislature. To minimize initial costs, it is expected that we will be contracting with municipalities or private contractors for snow and ice control on many of the newly designated State Highways.

Inadequate funding will require a reassessment of our entire maintenance activities which could result in an overall reduction in maintained conditions.

Sincerely,


George N. Campbell, Jr., Commissioner

GNC/PJM:bje

cy: Juanita Robinson, Municipal Treasurer
Gideon G. Picher, P.E., Director
Paul J. Minor, Assistant Director
Bureau of Planning
File

The Maine Department of Transportation is an Affirmative Action-Equal Opportunity Employer.

Selectmen's Report

APPROPRIATIONS

Cemeteries	\$500.00	
Summer Roads	19,000.00	
New Truck	10,000.00	
Ambulance	900.00	
Senior Citizens	400.00	
M.M.A. Dues	565.00	
Recreation	500.00	
		<hr/>
		\$31,865.00
M.S.A.D. #48		141,134.76
County Tax		15,049.00
Overlay		2,723.92
Less Revenue Sharing		16,894.00
		<hr/>
		\$173,878.68

VALUATION OF TOWN

We assessed 12.5 mills on \$13,910,294.00	\$174,772.46
Supplements	893.78
	<hr/>
Total Committed to Collector	174,772.46
Less Abatements	970.34
	<hr/>
Net Commitment	\$173,802.12

TOWN CHARGES

From Surplus	\$20,000.00
Costs, Interest and Deeds on Liens	4,330.49
Sticker Fees	2,151.00
Secretary of State (Plates)	45,843.85
Junkyard Permits	165.00
Plumbing Permits	867.00
Victualer's License	4.00
Permits to Carry Weapons	150.00
Cemetery Lot	100.00
Payroll Deductions	4,471.18
Insurance Refund	557.00
Bad Check Fees	15.00
Bad Checks (made good)	293.74
Vandalism	6.03
Sale of Calculator	10.00

Registry of Deeds (overpayment)	5.00
Robert Tardy	20.00
Rent of Town Hall	710.00
Interest	3,524.26

\$83,223.55

TOWN CHARGES EXPENDED

Robert Tardy (1st Selectman)	\$1,500.00
Albert Lander (2nd Selectman)	800.00
Willis Millett (3rd Selectman)	800.00
George Cray (Road Commissioner)	1,000.00
Elwood Bridge (Clerk)	200.00
Arlene Keirstead	100.00
Juanita Robinson (Treasurer)	1,000.00
Linwood Cookson	309.72
Ballot Clerks	278.00
Charles Veeder (Auditor)	
1981, 1982, 1983	2,050.00
Robert Tardy, expenses	100.00

\$8,137.72

Michael Wiers	240.00
Discounts	889.74
Workshops	105.00
Postage	713.52
Overpayment, Excise Tax	534.18
Ben Franklin, office needs	20.86
Registry of Deeds	931.00
Pittsfield Coal and Oil	987.11
Royal Printing	158.49
C.M.P., Street Lights	673.67
Office and Addition	1,505.53
Telephone Co.	377.50
E. Ann Hardwick	1,707.84
Notorizing	139.50
Mileage and Misc.	234.97
S.S. W.H. State and Unemployment	5,963.43
The Printers	665.00
Secretary of State	44,358.19
Luanne Pelkey	7,190.38
Teresina Gould	968.24
Celia Clark	32.00
Penny Henderson	24.75
Bonnie Skedgel	246.00

Flood's	77.67	
Folsom Gas	67.00	
Gilman's	13.99	
Secretary of State, INK	1.80	
Steve Watrous	36.24	
AF Co Business System	249.72	
Newport Insurance Agency	6,114.00	
S.A.D. #48, Typewriter	678.86	
Kimsco Supply	156.80	
Discount Martin, Inc.	100.00	
Marks Printing House	187.88	
Tower Publishing	54.00	
Branham Publishing	24.55	
Merrill Trust, Cemetery	600.00	
Miscellaneous Office Needs	86.90	
Petty Cash	137.68	
Augusta Business	52.33	
Department of Human Services	3.75	
Corinne Knapp	122.00	
M.M.T.C.T.A.	15.00	
Treasurer, State of Maine	66.00	
		\$77,513.07
Total Expenditures Town Charges		\$85,650.79
Overdraft		\$2,427.24

WINTER ROADS

Surplus	\$12,000.00	
Federal Revenue Sharing	8,000.00	
		\$20,000.00
	Expended	
Labor	\$4,905.96	
S.S. and Unemployment Ins.	942.05	
Town Equipment	5,675.07	
Starbird Construction	700.00	
James Smith Construction	700.00	
Lowell Knowles	1,240.32	
Clarence Davis	152.25	
W.H. Shurtleff	2,208.03	
		\$16,523.68
Unexpended Balance		\$3,476.32

SUMMER ROADS

Raise and Appropriate	\$19,000.00	
Don Hill, Culvert	51.10	
Ernest Turner (Culvert)	104.00	
George Cray, Culvert	262.11	
		<hr/>
		\$19,417.21
	Expended	
Labor	\$7,487.88	
S.S. and Unemployment Ins.	980.25	
Town Equipment	8,691.86	
New England Chemical	1,275.00	
Tilcon	77.48	
W.H. Shurtleff	1,062.08	
L. Marcia	46.00	
Cianbro Corporation	123.72	
Clarence Davis	169.50	
James Smith, Culvert	170.10	
		<hr/>
		\$20,083.87
Overdraft		\$666.66

CEMETERY

Raise and Appropriate	\$500.00	
Bangor Hydro	109.90	
C.M.P. Co.	635.44	
Interest from Savings	514.72	
		<hr/>
		\$1,760.06
	Expended	
Labor	\$1,187.16	
Lewis Bro., Mower	297.30	
Brown and White Paper, Flags	38.75	
Roy's Repair Service	13.40	
Agway	116.63	
LuRu	7.38	
		<hr/>
		\$1,660.62
Unexpended Balance		\$99.44

SOLID WASTE DISPOSAL

Surplus	\$15,000.00	
Dump Stickers	38.75	
		<hr/>
		\$15,038.75

	Expended		
Sharon Knowles		\$2,847.20	
Sawyer's		4,937.80	
Bolster's		7,233.00	
Town Equipment		100.80	
Town Labor		102.69	
Robert Scott (Van Body)		300.00	
		<hr/>	
			\$15,521.49
Overdraft			\$482.74

FIRE PROTECTION

Surplus		\$12,000.00	
		<hr/>	
			\$12,000.00
	Expended		
Town of Newport		\$2,758.50	
Town of Hartland		3,600.00	
Town of Pittsfield		2,277.00	
Town of St. Albans		3,523.50	
Wright's Emporium, Dinner		208.18	
		<hr/>	
			\$12,367.18
Overdraft			\$367.18

MMA DUES

Raise and Appropriate			\$565.00
	Expended		
1983 Dues		\$565.00	
1984 Dues		599.00	
		<hr/>	
			\$1,164.00
Overdraft			\$599.00

TOWN POOR

Surplus		\$3,000.00	
Reimbursement		15.00	
		<hr/>	
			\$3,015.00
Expended (14 Cases)		\$2,127.76	
Unexpended Balance			\$887.24

COUNTY TAX

Raise and Appropriate		\$15,049.00	
		<hr/>	
			\$15,049.00

	Expended	
County Treasurer, 1983	\$15,049.00	
County Treasurer, 1982 Interest	190.35	
	<hr/>	\$15,239.35
Overdraft		\$190.35

RECREATION

Raise and Appropriate	\$500.00	
State of Maine	360.00	
Snowmobile Registration	294.00	
Little League	32.00	
	<hr/>	\$1,186.00

	Expended	
Rebel Riders	\$580.50	
Hadley Buker	50.00	
Little League, T.J.'s	48.75	
Newport Basketball League	100.00	
Labor, Ballfield	20.00	
	<hr/>	\$799.25
Unexpended Balance		\$386.75

EMERGENCY UNIT

Raise and Appropriate	\$900.00
Expended	\$900.00

SENIOR CITIZENS

Raise and Appropriate	\$400.00
Expended	\$400.00

175th ANNIVERSARY

Forwarded from 1982	\$1,011.70	
Sale of Plates and Books	143.26	
	<hr/>	\$1,154.96
Expended nothing		

TOWN EQUIPMENT

From Winter Road Payrolls	\$5,675.07	
From Summer Road Payrolls	8,691.86	
Dump, Use of Equipment	100.80	
State of Maine, Gas Refund	52.09	
	<hr/>	\$14,519.82

	Expended	
Labor	\$2,122.76	
Hews Co.	48.21	
H & H Citgo	156.20	
Stultz, Inc.	95.21	
C.M.P.	204.84	
Pittsfield Motor Sales	2,042.60	
Fitts Tire Service	193.10	
Newport Tire	80.44	
Sebasticook Tractor	1,089.52	
Transport Sales of Maine	67.62	
Darling's	848.79	
Gilman	28.00	
Foster Co.	264.70	
Somerset Auto	17.17	
Roy's Repair Service	99.20	
Metro Chem.	90.91	
Misc.	17.50	
Friend & Friend	6,171.97	
Howard P. Fairfield, Inc.	330.17	
Newport Ins.	869.00	
Federal Tool and Steel	747.36	
Western Auto	3.15	
N.H. Bragg	47.70	
Harry J. Smith	110.39	
Lu-Ru	78.46	
Palmyra General Store	33.13	
Ell Hill Grocery	8.59	
		<hr/>
		\$15,866.69
Overdraft		\$1,346.87

1983 FORD TRUCK ACCOUNT

Raise and Appropriate	\$10,000.00	
From Merrill Trust	40,000.00	
Interest	375.58	
		<hr/>
		\$50,375.58
	Expended	
Pittsfield Motor Sales	\$30,778.00	
Howard Fairfield	19,672.44	
		<hr/>
		\$50,450.44
Overdraft		\$74.86

Treasurer's Report

Cash on Hand January 21, 1983

\$67,605.64

Received

STATE TREASURER:

Revenue Sharing	\$19,165.46
Snowmobile Registrations	294.00
Conservation	360.00
Tax Exempt Loss	82.20
Gas Refund	52.09
Block Grant, Roads	17,407.50
T.R.I.F. Balance	378.33

\$37,739.58

CEMETERY ACCOUNT:

C.M.P. Co.	\$635.44
Bangor Hydro	109.90
Interest	514.72
Helen Hubbard Harris, Lot	100.00

\$1,360.06

TOWN WARRANTS:

Town Equipment	\$14,467.73
Payroll Deductions	4,471.18

\$18,938.91

MISCELLANEOUS:

Permits	\$1,182.00
Bad Checks and Fees	308.74
Dump Stickers	38.75
Town Hall Rent	710.00
Reimbursement	15.00
Little League	32.00
Victualer's License	4.00
Culverts, Sale of 4	417.21
Sale of Calculator	10.00
Insurance Co., Refund	557.00
Vandalism	6.03
Fishing and Hunting Licenses	1,495.00
Petty Cash	20.00
Registry of Deeds	5.00
Interest on Savings	3,009.54

\$7,810.27

TAX LIENS:		
1980 and Prior	\$457.90	
1981	7,383.36	
1982	4,864.31	
		<hr/>
		\$12,705.57
INTEREST, COSTS AND DEEDS		
ON LIENS:		
1983 Cash Collected	\$126,203.08	
Discounts	889.74	
1982 Cash Collected	29,639.25	
		<hr/>
		\$156,732.07
Excise Tax Collected	63,208.55	
Secretary of State, Plates	45,843.85	
Town Fee	2,151.00	
		<hr/>
		\$111,203.40
175th Celebration	143.26	
From Federal Revenue Savings	8,000.00	
Money Market (Truck Account)	19,672.44	
Borrowed from Merrill Trust		
(For New Truck)	40,000.00	
		<hr/>
TOTAL RECEIPTS		\$486,241.69
LESS 51 WARRANTS		403,660.88
		<hr/>
CASH ON HAND JANUARY 20, 1984		\$82,580.81
CASH ON HAND:		
January 20, 1984		
Checkbook Balance	\$50,754.28	
Petty Cash	95.00	
Cash ready for deposit	1,548.61	
Money Market Account	27,985.92	
Regular Savings Account	2,197.00	
		<hr/>
BALANCE AT CLOSE OF BOOKS		
January 20, 1984		\$82,580.81
MERRILL MONEY MARKET		
(General)		
1/24/83		
Balance	\$30,517.81	
Interest	2,919.05	
Deposits	14,222.00	

Withdrawals	(19,672.44)	
Fee	(.50)	
	<hr/>	
Balance on Hand		\$27,985.92
MERRILL MONEY MARKET		
(Local Road Assistance)		
1/24/83		
Balance	\$8,703.76	
Interest	1,302.49	
Deposits	17,407.50	
	<hr/>	
Balance on Hand		\$27,413.75
PASSBOOK SAVINGS:		
Town of Palmyra		
Cemetery Trust Fund		
Opening Balance	\$600.00	
Interest	21.13	
	<hr/>	
Balance on Hand		\$621.13
TOWN OF PALMYRA		
FEDERAL REVENUE SHARING		
Opening Balance	\$3,581.22	
Deposits	9,781.00	
Interest	352.33	
Withdrawals	(8,000.00)	
	<hr/>	
Balance on Hand		\$5,741.55
SAVINGS ACCOUNT:		
1/19/83		
Balance	\$1,591.79	
Interest	514.72	
Interest	90.49	
	<hr/>	
Balance on Hand		\$2,197.00
SOLDIERS' MEMORIAL FUND:		
12/30/82		
Balance	\$349.62	
Interest	18.81	
	<hr/>	
Balance, 12/30/83		\$368.43

MINISTERIAL SCHOOL FUND

Balance, 12/31/82	\$1,296.83	
Interest	69.74	
Balance on Hand 12/30/83		\$1,366.57

Tax Collector's Report

Commitment	\$173,878.68	
Supplements	893.78	
Total		\$174,772.46
Abatements	\$970.34	
Discounts	889.74	
Cash Collected	126,203.08	
Uncollected Taxes	45,244.50	
Uncollected Personal Tax	1,465.00	
Total		\$174,772.66
Gain		\$ 0.20

EXCISE TAX

Excise Tax Collected from 1/24/83 thru 1/20/84	\$63,208.55
Town Fee	2,151.00
Received for & Paid to Secretary of State for State Fee, Sales Tax, & Titles 1/24/83 thru 1/20/84	45,843.85
	\$111,203.40

1983 UNPAID REAL ESTATE TAXES

Adams, Fred & Gail	\$373.70
Anderson, Terry & Paula	100.00
Aubin, Judy & Bemis, Edward	111.88
Ballard, Byron & Bruce	337.38
Ballard, Byron & Bruce	43.75
Ballard, Byron & Bruce	11.00
Batchelder, Gary & Marie	218.75
Batchelder, Gary & Marie	41.25

Paid after books closed	16.50
Blackden, Frank	103.75
Blackden, Frank	6.88
Paid after books closed	61.60
Paid after books closed	299.69
Bowker, Charlene & George	15.95
Bowley, April	299.38
Paid after books closed	53.75
Paid after books closed	48.13
Brooks, William	392.50
Brown, David & Mary	224.20
Bubar, Randy	117.50
Bubar, Ronald	13.75
Burke, Dustin & Shirley	28.88
Burke, Dustin & Shirley	30.25
Burke, Dustin & Shirley	45.38
Burke, Dustin & Shirley	78.38
Burke, Dustin & Shirley	5.78
Burke, Dustin & Shirley	4.26
Burke, Dustin & Shirley	110.00
Burrill, Charles & Diane	65.63
Paid after books closed	320.31
Paid after books closed	137.50
Carter, Darrell & Marie	373.70
Paid after books closed	11.00
Paid after books closed	205.50
Chambers, Carroll	481.88
Chambers, Carroll & Marvis	17.88
Paid after books closed	158.75
Clark, Hubert & Kathleen	306.25
Paid after books closed	339.56
Paid after books closed	422.61
Paid after books closed	31.08
Paid after books closed	.55
Cooley, Clayton	268.75
Cooley, Clayton	68.75
Costley, Gladys	98.63
Costley, Gordon	163.01
Cowan, Brian	115.58
Cowan, Brian	37.50
Cray, George	217.50
Creamer, Carl	52.50
Creswell, David & Jeanne	271.50
Crocker, Rodney	86.88
Paid after books closed	40.00

Cyr, Alice	162.50
Paid after books closed	78.44
Davis, Eugene	6.25
Paid after books closed	189.00
Paid after books closed	4.13
Day, Robert Jr.	225.00
Domonski, Joseph	471.70
Duplisea, David	287.50
Duplisea, Leroy	254.18
Paid after books closed	365.00
Estes, H.W. Estate (Ivan Estes)	6.88
Estes, H.W. Estate (Ivan Estes)	732.50
Estes, H.W. Estate (Ivan Estes)	103.13
Estes, H.W. Estate (Ivan Estes)	27.36
Estes, H.W. Estate (Ivan Estes)	13.75
Estes, H.W. Estate (Ivan Estes)	15.68
Estes, H.W. Estate (Ivan Estes)	30.80
Estes, H.W. Estate (Ivan Estes)	250.60
Faloon, Joey	2.20
Faloon, Orrin	209.21
Faloon, Orrin	9.63
Fields, Elbert (Heirs)	100.00
Finnemore, Coburn & Maxine	86.25
Folsom, Larry & Deborah	1.93
Folsom, Larry & Deborah	19.39
Folsom, Larry & Deborah	625.00
Friend, Ronald & Susan	34.38
Gagne, Raymond	184.60
Gagne, Raymond	53.63
Gagne, Raymond	2.50
Gaston, Marshall & Lois	41.25
Gaston, Marshall & Lois	11.41
Gaston, Marshall & Lois	323.13
Getchell, Alec	66.25
Getchell, Glenn	42.13
Glidden, Josephine	215.13
Paid after books closed	287.50
Grandmaison, Beverly	11.96
Grandmaison, Beverly	137.30
Grandmaison, Theodore	34.38
Graves, Dale & Rhonda	281.25
Gray, David & Judy	96.25
Hanson, Daniel	323.75
Hardie, Henry & Frances	34.38
Hardie, Henry & Frances	6.88

Hawkes, Everett	261.88
Hazatone, Patricia	337.50
Paid after books closed	513.50
Paid after books closed	68.75
Paid after books closed	389.75
Homstead, Wilson	13.75
Homstead, Wilson	10.31
Hubbard, Chester	24.75
Hurlburt, John	219.25
Hardwick, Charles	106.25
Inman, Keith & Irene	34.38
Inman, Keith & Irene	90.00
Jenness, Alice	110.00
Johnson, Velma	289.38
Johnston, Charlotte	97.80
Jones, Arvella	218.70
Jones, Arvella	55.00
Jones, Edwin	68.75
Karr, Arthur & Rosemary	227.50
Kasprzak, Adam & Margaret	285.25
Kasprzak, Adam & margaret	27.50
Kelly, Neal & Roxanne	65.63
Kennedy, Larry	34.38
Kennedy, Larry	82.50
Kimball, Larry	183.50
King, John & Sandra	310.00
Knight, Iona & Linwood	117.50
Paid after books closed	101.75
Paid after books closed	337.50
LaBree, Gary & Nola	158.75
Lary, David & Margaret	687.50
Lary, David & Margaret	3.85
Later, Lorin & Sheila	55.00
Lathrop, Roger & Althea	241.25
Lathrop, Roger & Althea	31.25
Leavitt, Galen	182.68
Leiby, Harry	149.13
Leiby, Harry	78.38
Lewis, Pauline	316.96
Lewis, Pauline	10.00
Little, Glenard	227.50
Paid after books closed	248.81
Paid after books closed	5,437.50
Ludden, Glenn & Sandra	373.70
Lynch, John & Sally	49.38

Lynch, John & Sally	289.51
Maine Central Institute	57.75
Maine Central Institute	5.50
Marriner, Bernard & Lillian	62.50
Marriner, Bernard & Lillian	104.50
Martone, Alfred & Lynda	78.38
Martone, Alfred & Lynda	82.50
Melanson, Alfred	227.50
Paid after books closed	73.75
Mencl, Robert III	6.88
Merchant, Coby	13.75
Paid after books closed	52.11
Moore, Marion	100.00
Moran, Richard & Nancy	103.75
Moran, Richard & Nancy	13.75
Morrison, Kelcy & Betty	165.63
Moses, Graydon & Alice	93.75
Munn, Norman	295.00
McAtee, Audri	100.00
McCann, Brian & Julie	406.25
McCarthy, Ambrose	34.38
McCrillis, David	90.00
McDougal, Jennie	117.50
McDougal, Valerie	117.50
McFarland, Frank Jr.	92.13
Nelson, Hobart & Rita	17.19
Nelson, Hobart & Rita	71.56
O'Neil, James & Donna	117.50
Page, Frank T.	296.25
Page, Leland & Linda	368.75
Page, Neal & Mary	131.25
Palmer, Carl	145.00
Palmer, Kathi	354.00
Paradis, Ronald	99.09
Payne, Royce	110.63
Paid after books closed	212.50
Paid after books closed	14.03
Paid after books closed	93.75
Paid after books closed	.69
Paid after books closed	200.00
Pfoh, Carol	55.00
Philbrick, James	12.50
Paid after books closed	172.50
Pratt, Louise	128.23
Preble, Carlton	34.38

Preble, Carlton	191.75
Preble, Carlton	13.75
Preble, Carlton	66.00
Preble, Carlton	48.13
Preble, Carlton	34.38
Preble, Carlton	41.25
Quimby, Sanborn	91.88
Randall, Robert	134.50
Raymond, Elwin	318.75
Raymond, Frank	117.50
Raymond, Robert	112.75
Raymond, Robert	189.00
Richard, Betty Lou	237.13
Robinson, James & Mary	103.13
Rowell, James & Beverly	86.25
Roewer, Edward	112.50
Ruble, John & Donna	475.00
Ryals, Ronald	17.19
Ryals, Ronald	18.75
Ryman, Susan	41.25
Security Land Co.	41.25
Security Land Co.	94.88
Security Land Co.	28.88
Security Land Co.	22.00
Security Land Co.	11.00
Paid after books closed	18.75
Paid after books closed	34.38
Paid after books closed	48.13
Shaw, Charles	51.88
Shaw, Lester & Juanita	158.75
Shaw, Robert & Wealthy	172.50
Sheldon, John & Janice	293.36
Silva, Richard	65.00
Sickenberger, Katherine	90.00
Paid after books closed	129.88
Paid after books closed	523.13
Paid after books closed	255.00
Snowman, Thomas	34.38
Spaziano, Peter & Marilyn	124.38
Sprague, Daniel	227.50
Sprague, Forester Jr.	172.50
Paid after books closed	282.50
Sylvia, Coralee	145.00
Sylvia, Coralee	82.50
Temple, Royce	105.81
Temple, Royce	365.00

Tilton, Edwin & Avis	151.88
Tozier, Kevin & Kathy	380.00
Tri-Cap Corp.	158.75
Turner, Dorothy & Hubert	34.38
Varricchio, Joseph	70.13
VerHey, Harold	117.50
Paid after books closed	.69
Paid after books closed	257.75
Walton, Fred	400.00
Waterville Savings	1,312.50
Watson, Alice	368.75
Watson, Herman	432.50
Watson, Herman	50.88
Watson, Herman	2.75
Paid after books closed	238.25
Webb, Frank	130.63
Webster, Charles & Jean	103.75
Whipple, Richard	380.54
White, J. Patrick	59.13
Paid after books closed	215.40
Whitten, David	318.75
Wiers, Byron	87.31
Wiers, Byron	58.30
Wiers, Byron	674.38
Wiers, Rebecca	103.75
Paid after books closed	343.96
Paid after books closed	13.75
Paid after books closed	68.75
Wyman, Lloyd	373.70

1983 PERSONAL TAX UNCOLLECTED

Boulier, Edwin & Florence	\$6.25
Chambers, Carroll	75.00
Chase, Stanley	6.25
Paid after books closed	937.50
Paid after books closed	37.50
Costley, Gordon	6.25
Domonski, Joseph	6.25
Paid after books closed	6.25
Estes, H.W. Estate (Ivan Estes)	87.50
Gagne, Raymond	6.25
Grandmaison, Beverly	6.25
Graves, Dale & Rhonda	6.25
Higgins, Richard	112.50

Johnston, Charlotte	6.25
Paid after books closed	6.25
LaBree, Gary & Nola	5.00
Lary, David & Margaret	87.50
McDevitt, Herbert	37.50
Paid after books closed	6.25
Paid after books closed	6.25
Raymond, Robert	3.75
Sylvia, Coralee	6.25

1982 TAX LIENS

Adams, Fred & Gail	\$358.75
Ballard, Byron & Bruce	323.88
Ballard, Byron & Bruce	42.00
Ballard, Byron & Bruce	10.56
Batchelder, Gerry	210.00
Batchelder, Gerry & Marie	39.60
Blackden, Frank	99.60
Burke, Dustin & Shirley	27.72
Burke, Dustin & Shirley	29.04
Burke, Dustin & Shirley	43.56
Burke, Dustin & Shirley	75.24
Burke, Dustin & Shirley	5.54
Burke, Dustin & Shirley	4.09
Burke, Dustin & Shirley	105.60
Cowan, Brian	110.95
Creamer, Carl	50.40
Paid after books closed	162.09
Estes, H.W. Estate	6.60
Estes, H.W. Estate	703.20
Estes, H.W. Estate	99.00
Estes, H.W. Estate	26.27
Estes, H.W. Estate	13.20
Estes, H.W. Estate	15.05
Estes, H.W. Estate	29.57
Estes, H.W. Estate	240.58
Folsom, Larry & Deborah	1.85
Folsom, Larry & Deborah	18.61
Folsom, Larry & Deborah	432.00
Grandmaison, Beverly	11.48
Grandmaison, Beverly	131.81
Grandmaison, Theodore	33.00
Hazatone, Patricia	174.00
Inman, Keith	86.40
Johnston, Ivan & Charlotte	93.89

Kelly, Neal & Roxanne	63.00
Paid after books closed	33.00
Paid after books closed	79.20
Kimball, Larry	176.16
Lary, David & Margaret	660.00
Lary, David & Margaret	3.70
Leavitt, Galen	175.37
Lewis, Pauline	304.28
Lewis, Pauline	9.60
McCarthy, Ambrose	33.00
McDougal, Jennie	112.80
Quimby, Sanborn	88.20
Paid after books closed	112.80
Raymond, Robert	108.24
Raymond, Robert & Gertrude	181.44
Robinson, Mary & James	99.00
Rowell, James & Beverly	82.80
Security Land Co.	36.54
Security Land Co.	91.08
Security Land Co.	27.72
Security Land Co.	21.12
Security Land Co.	10.56
Shaw, Charles & Dorothy	49.80
Shaw, Robert & Wealthy	165.60
Skowhegan Savings Bank	218.40
Paid after books closed	271.20
Temple, Royce & Charlotte	101.58
VerHey, Harold & Gloria	112.80
Watson, Alice	354.00
Paid after books closed	206.78

1981 FORECLOSURES

Carl Creamer	\$46.00
Paid after books closed	28.75
Paid after books closed	69.00
Paid after books closed	34.75
Paid after books closed	241.50
Paid after books closed	132.25

The period granted by law for the redemption of tax mortgage liens upon real estate taxed to the above has expired. The inhabitants of the Municipality of Palmyra now have title to the property described on the liens. The property is acquired through non-payment of the 1981 tax liens.

Cemetery Trust Funds

Allen, Alene	Warren Hill	\$200.00
Applebee, Arthur	Village	400.00
Austin, Malcolm	Village	200.00
Badger & Ross	Spring Hill	100.00
Batchelder, G.F. & M. Porter	Village	100.00
Benjamin, James	Goodwin	100.00
Blaisdell, W.A.	Spring Hill	100.00
Borton, John	Village	100.00
Brewer, Harold M.	Village	100.00
Bryant, Casper	Village	100.00
Bryant, Laforest	Village	100.00
Cole, Augusta	Spring Hill	50.00
Cowan, Mary Hunt	Village	200.00
Crane, Raymond	Mt. Pleasant	300.00
Curtis, Major Donald	Village	100.00
Davis, J. Sewell	Warren Hill	100.00
Dyer, Michael	Mt. Pleasant	200.00
Emerson, D.S.	Spring Hill	100.00
Emerson, Maria J.	Spring Hill	100.00
Emery, Edwin	Village	100.00
Estes, Howard	Mt. Pleasant	50.00
Farnham, Samuel	Village	100.00
Farnum, Warren	Mt. Pleasant	50.00
Field, Cyrus	Spring Hill	100.00
Fletcher, Ivan	Village	100.00
Getchell & Waterhouse	Goodwin	100.00
Gipson, Florice	Mt. Pleasant	100.00
Grant, Franklin	Goodwin	50.00
Hanson & Woodbury	Spring Hill	100.00
Hanson, George	Village	125.00
Hanson, Minnie M.	Goodwin	100.00
Hanson, Moses	Village	125.00
Higgins, Judson	Spring Hill	100.00
Hilton & Wentworth	Village	200.00
Homstead, J.B.	Spring Hill	50.00
Howes, Allison P.	Mt. Pleasant	100.00
Jewett, C.M.	Village	100.00
Johonnette, H.G. & Leslie	Village	100.00
Johonett, H.M.	Village	50.00
Johonnett, Mary	Village	50.00
Johnson, Leland	Village	100.00
Keene, Herbert	Judkins	100.00
Kierstead, Arlene	Village	200.00

Kilcollins, Wilbert	Village	100.00
Kurt, Ernest	Village	200.00
Lancey Fund	Village	300.00
Lawrence, Elsie	Village	100.00
Lawrence, Warren	Village	200.00
Leavitt, A.J.	Spring Hill	100.00
Leavitt, Nellie J.	Village	100.00
Leavitt, Perley	Spring Hill	50.00
Leavitt, Roy	Spring Hill	150.00
Leavitt, William & Sarah	Spring Hill	100.00
Longley, J.P.	Spring Hill	100.00
McCabe, E.T. & Lilla	Village	100.00
Maddocks, Charles & F. Wasson	Mt. Pleasant	200.00
McFarland, Elmer E.	Village	100.00
Melvin, Elsie	Village	100.00
Millett, Joseph	Village	100.00
Millett, Thomas	Spring Hill	100.00
Mills, Capt. Benjamin	Goodwin	100.00
Mills, George	Village	50.00
Mitchell, W.D.	Warren Hill	50.00
Moore, Stanley	Village	100.00
Morton, Charles	Mt. Pleasant	100.00
Morton, Henry	Mt. Pleasant	100.00
Nay, Elenezer	Warren Hill	100.00
Norris, Norman	Village	100.00
Patten, Glancey	Mt. Pleasant	100.00
Parkman, John	Spring Hill	100.00
Randall, Frank B.	Village	150.00
Robinson, D.S.	Village	100.00
Robinson, James	Village	100.00
Robinson, John F.	Mt. Pleasant	100.00
Robinson, Willis	Village	100.00
Sanford, David	Village	100.00
Sargent, Hazel	Village	100.00
Shaw, Henry	Spring Hill	50.00
Shaw, Lester	Village	200.00
Sinclair, William P.	Mt. Pleasant	50.00
Smith, Arthur	Village	100.00
Spollett, C.E.	Judkins	50.00
Spooner, Raymond	Village	100.00
Stacy, Emma C.	Mt. Pleasant	100.00
Stanley, Herbert	Judkins	100.00
Stevens, E.M. & Davis	Spring Hill	50.00
Taylor, Ethel	Village	200.00
Taylor & Ladd	Village	75.00

Tibbetts, William	Spring Hill	200.00
Towle, Lillian	Village	100.00
Walker, Ruth	Village	100.00
Webber & Clement	Webber & Clement	200.00
Weeks, Albion	Village	100.00
Weeks & Frost	Village	100.00
Welch, Dorothea	Mt. Pleasant	100.00
White, Fred B.	Goodwin	100.00
Whitten, Daniel	Spring Hill	100.00

PERPETUAL CARE

Village	\$6,125.00
Spring Hill	1,900.00
Mt. Pleasant	1,650.00
Warren Hill	450.00
Goodwin (Smith)	550.00
Webber-Clement	200.00
Judkins (Keene)	250.00
Sadie McCrillis bequest	1,000.00
	<hr/>
	\$12,125.00

Auditor's Report

CHARLES M. VEEDER

Certified Public Accountant

Rt. 1, Box 26
Stetson, Maine 04488
Telephone (207) 296-2401

February 27, 1984

Selectmen
Town of Palmyra
Palmyra, Maine

Gentlemen:

I have examined the balance sheet of the Town of Palmyra, Maine as of January 20, 1984 and the related statement of departmental operation and statement of changes in fund balance for the year then ended. My examination was made in accordance with generally accepted auditing standards, and, accordingly, included such tests of the accounting records and such other auditing procedures as I considered necessary under the circumstances.

The Town has not maintained a record of its general fixed assets, and accordingly, a statement of general fixed assets, required by generally accepted accounting principles, is not included in the financial report.

In my opinion, except for the effect of not including general fixed assets, the accompanying balance sheet and the related statement of departmental operations present fairly the financial position of the Town of Palmyra, Maine at January 20, 1984, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applicable to governmental entities, applied on a basis consistent with that of the preceding fiscal year.

The accompanying supplemental information is not necessary for presentation of the financial statements, but is presented to satisfy statutory requirements and as additional analytical data. The information has been subjected to the tests and other auditing procedures applied in the examination of the financial statements mentioned above, and in my opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

In connection with my examination I also performed tests of compliance with the Revenue Sharing Act and regulations as required by the Audit Guide and Standards for Revenue Sharing Recipients issued by the Office of Revenue Sharing, U.S. Department of the Treasury. Based on these procedures, I noted no instance of noncompliance with the regulations.

Very truly yours,

Charles M. Veeder

Exhibit A

TOWN OF PALMYRA, MAINE
BALANCE SHEET
AT JANUARY 20, 1984

	January 20, 1984	January 21, 1983
<u>ASSETS</u>		
<u>GENERAL FUND</u>		
Cash - Checking account	\$ 52,302.89	\$ 35,396.04
- Savings account	2,244.78	1,584.95
- On Hand	95.00	100.00
Investments	27,985.92	30,517.81
Taxes Receivable	46,709.50	42,513.42
Tax Liens	7,804.90	8,197.20
Tax Acquired Property	<u>1,073.91</u>	<u>2,443.57</u>
TOTAL	<u>\$138,216.90</u>	<u>\$120,752.99</u>
<u>LOCAL ROAD ASSISTANCE</u>		
Cash - Savings account	<u>\$ 27,413.75</u>	<u>\$ 8,703.76</u>
<u>FEDERAL REVENUE SHARING</u>		
Cash - Savings account	<u>\$ 5,714.55</u>	<u>\$ 3,581.22</u>
<u>TRUST FUNDS</u>		
Cemetery Care		
Marketable Securities	6,620.00	\$ 6,620.00
Investment	4,500.00	4,500.00
Cash - Savings account	<u>621.13</u>	
TOTAL	<u>\$ 11,741.13</u>	<u>\$ 11,120.00</u>
Ministerial School Fund		
Cash - Savings account	<u>\$ 1,366.57</u>	<u>\$ 1,296.83</u>
Soldiers Memorial Fund		
Cash - Savings account	<u>\$ 368.43</u>	<u>\$ 349.62</u>

TOWN OF PALMYRA, MAINE
BALANCE SHEET
AT JANUARY 20, 1984

	January 20, 1984	January 21, 1983
<u>RESERVES AND FUND BALANCES</u>		
<u>GENERAL FUND</u>		
Reserves:		
Encumbered to SAD 48	\$ 58,806.11	\$ 42,403.16
Departmental Balances Carried	1,454.96	1,311.70
Due Cemetary Trust Fund		500.00
Due on Town Truck	40,000.00	
Fund Balance	<u>37,955.83</u>	<u>76,538.13</u>
TOTAL	<u>\$138,216.90</u>	<u>\$120,752.99</u>
<u>LOCAL ROAD ASSISTANCE</u>		
Fund Balance	<u>\$ 27,413.75</u>	<u>\$ 8,703.76</u>
<u>FEDERAL REVENUE SHARING</u>		
Fund Balance	<u>\$ 5,714.55</u>	<u>\$ 3,581.22</u>
<u>TRUST FUNDS</u>		
Cemetary Care		
Fund Balance	<u>\$ 11,741.13</u>	<u>\$ 11,120.00</u>
Ministerial School Fund		
Fund Balance	<u>\$ 1,366.57</u>	<u>\$ 1,296.83</u>
Soldiers Memorial Fund		
Fund Balance	<u>\$ 368.43</u>	<u>\$ 349.62</u>

Exhibit B

TOWN OF PALMYRA, MAINE
STATEMENT OF CHANGES IN FUND BALANCE
GENERAL FUND
JANUARY 20, 1984

Fund Balance, January 21, 1983		\$76,538.13
ADD: Decrease in amount due to Cemetery		
Trust Fund	\$ 500.00	
Excess of revenues over expenditures	<u>17,463.91</u>	17,963.91
DEDUCT: Increase in departmental balances	\$ 143.26	
Increase in encumbrance to SAD 48	16,402.95	
Increase in notes payable	<u>40,000.00</u>	<u>(56,546.21)</u>
Fund Balance, January 24, 1984		<u><u>\$37,955.83</u></u>

TOWN OF PALMYRA, MAINE
STATEMENT OF DEPARTMENTAL OPERATIONS
FOR THE FISCAL YEAR ENDED
JANUARY 20, 1984

	Balances 1/21/83	Appropriations	Cash Receipts	Transfers In	Total Available
<u>GENERAL GOVERNMENT</u>					
Town Charge	\$	\$	\$ 63,223.55	\$20,000.00	\$ 83,223.55
General Assistance			15.00	3,000.00	3,015.00
Solid Waste Disposal			38.75	15,000.00	15,038.75
Recreation		500.00	686.00		1,186.00
175th Anniversary	1,311.70		143.26		1,454.96
M M A Dues		565.00			565.00
Senior Citizens		400.00			400.00
Cemetery Maintenance		500.00	1,260.06		1,760.06
<u>PROTECTION</u>					
Fire Protection				12,000.00	12,000.00
Ambulance Service		900.00			900.00
<u>TOWN ROADS</u>					
Summer Roads		19,000.00	417.21		19,417.21
Winter Roads				20,000.00	20,000.00
Local Road Assistance	8,703.76		18,709.99		27,413.75
Equipment Maintenance			152.89	14,366.93	14,519.82
1983 Ford Truck		10,000.00	40,375.58		50,375.58
<u>SPECIAL ASSESSMENTS</u>					
SAD #48	42,403.16	141,134.76			183,537.92
County Tax		15,049.00			15,049.00
	<u>\$52,418.62</u>	<u>\$188,048.76</u>	<u>\$125,022.29</u>	<u>\$84,366.93</u>	<u>\$449,856.60</u>

TOWN OF PALMYRA, MAINE
STATEMENT OF DEPARTMENTAL OPERATIONS
FOR THE FISCAL YEAR ENDED
JANUARY 20, 1984

	Expenditures	Transfers Out	Balances (Overdrafts) Lapsed	1/20/84 Carried
<u>GENERAL GOVERNMENT</u>				
Town Charge	\$ 85,650.79	\$	\$(2,427.24)	\$
General Assistance	2,127.76		887.24	
Solid Waste Disposal	15,521.49		(482.74)	
Recreation	799.25		386.75	
175th Anniversary				1,454.96
M M A Dues	1,164.00		(599.00)	
Senior Citizens	400.00			
Cemetery Maintenance	1,660.62		99.44	
<u>PROTECTION</u>				
Fire Protection	12,367.18		(367.18)	
Ambulance Service	900.00			
<u>TOWN ROADS</u>				
Summer Roads	11,392.01	8,691.86	(666.66)	
Winter Roads	10,848.61	5,675.07	3,476.32	
Local Road Assistance				27,413.75
Equipment Maintenance	15,866.69		(1,346.87)	
1983 Ford Truck	50,450.44		(74.86)	
<u>SPECIAL ASSESSMENTS</u>				
SAD #48	124,731.81			58,806.11
County Tax	<u>15,239.35</u>		<u>(190.35)</u>	
	<u>\$349,120.00</u>	<u>\$14,366.93</u>	<u>\$(1,305.15)</u>	<u>\$87,674.82</u>

SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES AND
NOTES TO FINANCIAL STATEMENTS

JANUARY 20, 1984

Note A: Summary of Significant Accounting Policies.

The Town's accounting records are being maintained on a modified accrual basis, with the most important revenues being recorded when earned and expenditures being recorded when incurred. This is the basis recommended by the Municipal Finance Officers Association of the United States and Canada.

Note B: Town owned property was not included in the balance sheet as accounting principles requires that it be listed at cost and that was not readily ascertainable at the date of audit completion.

Note C: Accounts other than the General Fund are recorded as such, because of restriction on the use of the funds in accordance with donors or governmental regulation.

Note D: Marketable securities (BHE and CMP common stocks) in the Cemetary Care Fund are presented at cost which is lower than current market value at the date of the balance sheet.



New truck and sander — George Cray says,
“Ringer can’t drive this one!”

